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Dear Sir:

Thank you for the opportunity to apply for this position. For the past four years I have managed a diverse range of graphic design responsibilities at APC by Schneider Electric. Due to budget cuts, my position was eliminated and I seek employment with your firm.

During my tenure at APC, I acquired the necessary skills for effective time management, project leadership and customer service. Frequently, I managed multiple projects for multiple internal departments, including ownership of project summaries, scope of work, facilitating approvals, managing expectations and project deadlines. I was also responsible for documenting and maintaining departmental processes and developed new guidelines and templates that maintain brand standards and company guidelines worldwide.

Just prior to my departure, I was promoted to full time, Graphic Designer for the Buildings Business Unit. This required me to work independently and provide training support on all graphic, brand standards and company guidelines.

I welcome the opportunity to discuss how my experience and skills can benefit your company. Until then, thank you for your consideration and I look forward to hearing from you soon.

Sincerely,
Brian Penn

OBJECTIVE

Offer my professional background and diverse range of experience in the area of graphic design project leadership, organization, production management and customer service to an established company.

EDUCATION

Cranston High School West

Cranston, RI

Graphic Communications Vocational Program.
Designed print materials using PageMaker, Quark, Photoshop etc, made the film, plates and ran the offset printing presses.

Integrated Technologies, Inc.

Barrington, RI

Certificate of Accomplishment for Adobe
Indesign CS3

Community College of RI

West Warwick, RI

Associates Degree - Fine Arts Major in Graphic Design

Rhode Island School of Design

Providence, RI

Currently attending for Web Design.

SKILLS / EXPERIENCE

A professional background with a diverse range of responsibilities and skills requiring effective time management, project leadership, public relations and customer service. Motivated, dependable, incredible eye for detail, strong organizational, time management skills and experience at multitasking in a fast paced environment. Project manager, Production Designer, Production Manager, Embroidery Designer. Screen Printing & Embroidery production.

TECHNICAL SKILLS

Photoshop CS5, InDesign CS5, Quark Express, Illustrator CS5, Dreamweaver CS5, Flash CS5 Acrobat Professional, Word, Excel, PowerPoint, Visio, Lotus Notes, Attask, and Media Bank software. Knowledge of HTML, CSS, & basic web design.

RELEVANT WORK EXPERIENCE

APC by: Schneider Electric - West Kingston, RI

May 2008 to July 2011

- Full time Print and Flash advertising designer for the Buildings Business Unit.
- Project management of creative team members by delegating tasks to meet the requester's project objectives.
- Managed multiple projects for multiple requesters, including ownership of project brief, scope of work, facilitating approvals, managing expectations and time line.
- Developed, planned and managed the projects critical path and time line to meet the forecasted delivery deadline.
- Moved projects through all major stages of project development (brief, scope, concept, writing, design, final approvals).
- Ensured proper asset management at project completion.
- Managed relationships with individual project requesters, including timely flow of information within the project team, the company and to/from the requester.
- Managed relationships with design managers, account managers, team leaders, editors, writers, designers, and producers.
- Continuously tried to improve and implement production disciplines with the production staff, as well as built relationships and integrated processes with other team members, internal requesters and external vendors. In addition to documenting and maintained departmental processes and developing new disciplines.

Tight Crew Productions

Cranston, RI

July 2007 to Current

- Co-owner, Organizer and Designer of New England's leading dance event production company.
- Organized artist bookings, flights, and hotels for each event.
- Designer for all advertising including website and printed flyers, logos, flash animations, posters, t-shirts, business cards, brochures, newspaper articles and more.
- Manage all expenses and book keeping.
- Manage all social network sites and web advertising.
- Stage set designer and builder.
- Breaks DJ and Producer
- Extensive knowledge of all DJ equipment and software.

East Coast Screen Printing & Embroidery

Providence, RI

April 07 to October 07

- Graphics Coordinator- Designed and color separated company logos for screen-printing production. Also handled customer requests and modifications on a daily basis.
- Embroidery Digitizer- Converted company logos into embroidery PXF files for embroidery production.

Graftek Systems

West Warwick, RI

April 04 to April 07

- Assistant Graphics Coordinator- Designed and color separated company logos for screen-printing production. Also handled customer requests and modifications on a daily basis.
- Embroidery Digitizer- Converted company logos into embroidery PXF files for embroidery production.
- Production Manager - Managed the embroidery & screen printing department for a few months. Managed 10 employees and their day to day schedules.
- Also designed and CAD cut vinyl and tackle twill material for heat seal & embroidery production.