**Richard Anderson**

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

**Objective:** Looking for the greatest opportunity to work as an art director for a reputed company.

**Skills:**

* Having degree in art design.
* Five years experience in web design and print media.
* Familiar with computer software such as Coral draw, Photoshop, Illustrator, Acrobat, Microsoft Word, Microsoft Excel, Power Point etc.
* Familiar with print production procedures and the technical requirements for it.
* Creativity and excellent graphic designing skills.
* Able to work in team environment and in multi project.
* Good communication skills to maintain good relationship with office staff, other employees, customers, community leaders and coworkers.
* Responsible for other duties as assigned.

**Computer Skills:** Familiar with,

* Coral draw
* Photoshop
* Illustrator
* Acrobat
* MS Outlook
* MS Word
* MS Excel

**Work Experience:**

**Visicom Design Group, Palo Alto, California**

**Graphic Designer**

* Responsible to manage vendors and to develop business.
* Responsible for providing lead role in production of print and design.
* Designed and produced ads.
* Responsible to manage multiple projects in different stages.
* Provided art direction and training for junior designers.
* Responsible to manage directed photos and press checks.
* Done other duties as assigned.

**Curtis Associates, Boston, MA**

**Art director**

* Responsible for deigning, illustration, art direction etc.
* Responsible for art direction on photography sessions.
* Concept development of black and white, color coping and ink jet printing is also done.
* Responsible for quality control management on press.
* Designed promotional pieces such as company picnic, Christmas dance and dinner posters, anti-drug abuse posters, tickets etc.
* Responsible for other duties as assigned.

**Education:**

Associate Degree in Specialized Technology

**References:** Available upon request.