

Michael Jordan

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SOFTWARE

creativeSuite 5

photoshop	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
illustrator	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
inDesign	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
acrobat	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
flash	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
dreamweaver	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>

quark
adforce
enfocustop
microsoft office

CONTACT

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Brighton, MA 02135

QUALIFICATIONS

Versatile designer capable of conceptualizing, developing & designing in a solo, team or management role. Entrusted with a vast array of print & web projects from pre to post delivery phases within various contractual capacities.

Adept at communicating & developing project objectives whilst adhering to tight deadlines on multiple projects & forecasting potential production timeline snags.

Strengths reside in layout, design & typography. Well versed in HTML & CSS with a familiarity in implementing Javascript & JQuery scripts.

EXPERIENCE

GRAHAM COMMUNICATIONS ART/DIRECTOR

Quincy, MA August 2009–Present

Print advertising, flyers, posters, postcards, banners, brochures & newsletters.

Web design, HTML & CSS, site maintenance, email marketing & digital graphics.

Inhouse/clients

WEBSITES (CREATED AND/OR MANAGE)

federalheating.com // thelightingshoppes.com // antons.com // grahamcomm.com

BOSTONNOW/365 MEDIA LLC PRODUCTION/MANAGER

Boston, MA April 2007–April 2008 (closed)

Managed department scheduling, deadlines, prepress, daily advertising & newspaper layout.

Prepared & designed supplemental master pages, advertising, sales collateral, promotional material/merchandise, integrated media packages, prepress & compression of newspaper for website.

Inhouse/clients

MJORDAN DESIGN PRINCIPAL/DESIGNER

Boston, MA February 2005–Present

Manage all aspects of projects. Responsibilities include but are not limited to, client objective meetings, research of product/service characteristics and personality for the development of conceptual strategies & design brand cohesive communications.

Prepare, design and execute all pre/post production materials of every secured project.

Projects include a variety of advertising, identity development, marketing collateral, exhibition graphics, premiums and consulting.

CLIENTS:

Allston Collision Center, Cava Club at Ivy, InterContinental Boston, Ivy Restaurant Group, Just in Time Auto Glass, Motor Mart Garage, Newton-Wellesley Hospital, Our Learning Company, Stoddards Fine Food & Ale, Vantage Partners, Wellesley Weston Lifetime Learning, Wonder Bar.

EDUCATION

THE NEW ENGLAND INSTITUTE OF ART BACHELOR/SCIENCE

Brookline, MA May 2006

Graphic Design, Honors

DICKINSON ASSOCIATES INTERNSHIP

Boston, MA January–March 2006

Graphic Design Intern

UNIVERSITY OF MASSACHUSETTS LOWELL UNDERGRADUATE

Lowell, MA 1997–1998

Graphic Design

