



MATTHEW W. COLEMAN

Graphic Designer

www.mwcdesigns.com

PROFILE

NAME:

Matthew W. Coleman

ADDRESS:

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Austin Texas, 787748

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EMAIL:

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EDUCATION

2004 -MSSU

B.A degree in Graphic Design and Communication

1999-Webb City High School

Diploma

QUALIFICATIONS

- Over 15 years design experience.
- Extensive training with multiple application.
- Broad knowledge in print/digital layout and set-up.
- Training in film, video editing, screen printing and digital photography.
- President of the Buiness Networking International Rapid Referrals Chapter

EXPERIENCE

2012-PRESENT FULL MOON DESIGN GROUP

GRAPHIC DESIGNER /OFFICE MANAGER

- Managing multiple clients simultaneously requiring overlap of multiple job productions
- Design layout for both print and digital/web media design
- Creative development of multiple proofs for both print and/or digital production
- Creative development and production of specialty printing, such as large format printing and promotional materials; these include the designing and illustrating of car wraps, large format banners, cups, stickers, albums, signs of all materials, and t-shirts
- Digital media to include designing and illustrating for both web layout development and proper formatting for banners and ads created for website or social media campaigns
- Utilizing collateral branding guides to design and layout for posters, tabloid brochures, tri-fold brochures, business cards, bulk mail, EDDM, and other turn key pieces
- Maintaining clear and open communication with clients and vendors during the design and print process;
- Developing collateral branding guides to include precise depiction of the vendor's font, colors, logo, and specific layout for a future designer;
- Ensuring the development, review, and publishing of designed media pieces in a timely manner;
- Recording clients' needs and specific requests for development and production of design media;
- Video editing, and Video compression
- High-volume production and prioritizing
- Following trends and current techniques;

SKILLS

PROFESSIONAL

Photoshop ██████████
 Illustrator ██████████
 Indesign ██████████
 Adobe XD ██████████
 Premier ██████████
 Microsoft Office ██████████

PERSONAL

Sense of Humor ██████████
 Caring ██████████
 Critical Thinking ██████████
 Dependability ██████████
 Flexibility ██████████
 Determination ██████████

REFERENCES

Jonathan Palmer
 Map Print Specialist
 T: 512-923-9762

Katie Dryer
 Graphic Designer
 T:512-791-4476

Susan Rossi
 Contract Admin Manager II
 T:832-971-3317