

JAY KRAVITZ

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HIGHLIGHTS OF QUALIFICATIONS

- Expertise and creativity in designing websites, promotional materials, brochures, business cards, publications and communications materials.
 - Expertise in using an array of design software including Photoshop, Illustrator, GoLive, InDesign, Freehand, Dreamweaver and Flash MX.
 - Experienced in taking projects from concept to production.
 - Excellent listening and communications skills focused upon ensuring client satisfaction.
 - Proven skills in time management and meeting deadlines.
 - Strong teamplayer.
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PROFESSIONAL EXPERIENCE

Graphic Design

University of California, Office of the President, Laboratory Management Office

- Develop original artwork and presentation materials for use in printed publications and/or digital output using Adobe Photoshop, Adobe Illustrator and Adobe InDesign.
- Design custom graphics and layout for in-house Web pages.
- Build high-resolution business graphic slides and design custom illustrations for digital slides. Work includes printing, mounting and framing output, scanning images, digital image manipulation, full video and animation images and logo designs.
- Layout and edit publications and communications materials including charts and informational brochures.
- Provide illustration consultation and support to staff of other University of California Office of the President departments as assigned.

The Crucible

- Create design identify for non-profit industrial arts' school.
- Develop original artwork and custom graphics for catalogs, event and promotional posters, brochures, logos, tickets, signage, billboards, set design, catalogs, flyers, certificates, business cards, letterhead, cd covers, t shirts and stickers.

rsnEIGHT Design

- Create and develop design identities and layout, design, edit and produce an array of print and portfolio products. List of clients available upon request.

Website Design and Management

University of California, Office of the President, Laboratory Management Office

- Create page layouts and artwork using Adobe GoLive, Adobe Illustrator, Adobe PhotoShop, Flash MX and HTML.
- Provide lead and support in design, consultation, implementation, trouble shooting, and maintenance for multiple websites.
- Begin with conceptual input to create a myriad of on-line web presentations, publications and resources.
- Represent Department at the Office of the President Committee for website development procedures and controls.

rsnEIGHT Design

- Create, develop and implement websites. List of clients available upon request.

Technical Support

University of California

- Provide consultation and user advice on a range of business software.
- Provide software training to staff, develop training materials and teach classes (or the provision of one-on-one instruction) as appropriate.
- Research software solutions as needed and advise management on the most effective solutions; evaluate new software and make recommendations regarding broad departmental use.
- Perform Internet searches for pertinent system and software updates; research for new services and information.
- Serve as part of the IT team overseeing departmental LAN and WAN services. This includes daily monitoring of shared resources, user access and administration duties and performing corrective and preventive maintenance. Daily monitoring of wide area access, administering the internet electronic mail gateway and administering the AppleTalk Remote Access gateway.
- Provide technical support for desktop hardware and software and other office equipment. Perform system updates, troubleshoot and repair system errors. Install new user workstations and peripherals.
- Inventory equipment and maintain equipment list on UCLA's Equipment Management Systems and Lawrence Livermore National Laboratory's Equipment Tracking System (Prism); process Equipment Management Verification documents.
- Establishment of library catalog, user Service Guide, and user Hot Line.
- Establish procedures for document control. Responsible for equipment service, inventory and maintenance.

WORK EXPERIENCE

- 1999 – present Minister of Propaganda/Designer/Event Management/Production
The Crucible
- 1993 - present Senior Artist
University of California, Office of the President, Laboratory Management
- 1993 – present Freelance Designer/Owner
rsnEIGHT Design
- 1993 – present Teacher/Trainer – Adobe Design Software
San Francisco Bay Area, CA
- 1988 - 1993 Wordperfect Trainer/Consultant
Boston, MA/San Francisco, CA
- 1988 - 1992 Medical Writer/Administrative Assistant
Beth Israel Hospital, Cardiovascular Division, Harvard Medical School

EDUCATION

June, 1989 Northeastern University, B.A. Business Management
College of Business Administration

HARDWARE/SOFTWARE EXPERIENCE

- Adobe Creative Suite 2 (Illustrator, Photoshop, GoLive, InDesign, Image Ready, Acrobat, Bridge)
- Macromedia Design Software (Freehand, Dreamweaver, Quark, Flash MX)
- Microsoft Office (Word, Excel, Powerpoint, Entourage)
- Email Clients (Entourage, Quickmail, Eudora, Thunderbird, Mac OSX Mail)
- Mac OSX (System, customizing user interfaces, Font Book, iPhoto, Dashboard)
- Filemaker Pro
- Final Cut Pro
- Backup/CD/DVD Software (Retrospect, Toast)
- Palm Desktop (Treo 600 & 650)
- Wordperfect
- Media Players (DVD Player, iTunes, RealPlayer, Windows Media Player)
- Scheduling Software (Meeting Maker)
- FTP Applications (Transmit, Fetch, TurboGopher)
- Diagnostic Software (Disk First Aid, Mac OSX Disk Utility, Norton Utilities, etc.)