

Bob Svercl

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OBJECTIVE

An entry-level web or graphic designer position in a reputed organization

QUALIFICATIONS

- Able to effectively communicate with clients and with fellow team-members
- Educated in design, mathematics, and general fine arts
- Experienced in redesigning websites and creating mobile versions of websites
- Experienced in teaching and training others
- Able to work in various media including photography, print, and web

SKILLS

DESIGN APPLICATIONS

- Adobe Creative Suite 3 (Dreamweaver, Flash, Illustrator, InDesign, Photoshop)
- Corel Bryce 3D
- Maya
- Curious Labs Poser 5

COMPUTER

- Macintosh and Windows operating systems
- Microsoft Office (Excel, Powerpoint, Word, Outlook, Publisher, Frontpage)
- HTML with CSS
- Javascript (basic)
- Internet skills including social media

LANGUAGES

- Fluent English
- Beginner Spanish
- Latin
- Beginner Czech

COMMISSIONS/FREELANCE

Gates of Ballston Community Center, Arlington, VA, September 2009 - Present

- Volunteer work creation of various visual aids including bilingual worksheets corresponding to weekly computer class lessons

Design Freedom, Inc., Clearwater, FL, 2008 - Present1

- Website redesign including updates
- Designing multiple postcard newsletters to be sent to potential clients
- Creation of multiple brochures designed to appeal to different markets at open house events
- Consultations on various forms of advertising

The Can-Do Attitude, Harrisonburg, VA, March 2009

- Creation of logo for band to be used in various merchandising including band website
- Logo was used for band's Myspace page

Short Lane Ice Cream Company, Gloucester, VA, October 2008

- Consultation and creation of temporary website with a fellow designer to advertise a t-shirt design contest
- Update to website for contest winner

Washington Post, Washington, DC, May 2008

- Mascot handler and photographer
- Published in "Shop Talk" newsletter (June 13, 2008, Vol. 34 No. 18 page 3)

Women in Architecture, Tampa, FL, 2008 - 2009

- Design of multiple postcards to attract potential members with schedule and group information
- Creation of a prototype website

JMU Catholic Campus Ministry, Harrisonburg, VA, 2007

- Redesign of website to attract new members and provide an easy way for the client to update
- Incorporation of Google Calendar for easy updates to their schedule

Madison University Student Grotto, Harrisonburg, VA, 2005 - 2007

- Redesign of website including updates of trip logs, photo galleries, and member information
- Creation of a standardized system for adding trip reports and photos to the site

JMU Choirs, Harrisonburg, VA, 2006

- Redesign of website with updated information and easier navigation for attracting potential students

Springbok Wines, Harrisonburg, VA, 2006

- Finalist for wine bottle designs for class wine package design project

Taryn and Tom's Wedding and Honeymoon websites, Arlington, VA, 2005

- Website design providing information for guests of the wedding and information on the newlyweds
- Update to show pictures from the honeymoon

Saint Thomas More Youth Choir, Arlington, VA, 2002

- CD cover design for back side of case for the album "Hear the Angels Sing"

Michter's American Whiskey and Ozwell Vintners, Chatham Imports, New York, NY, 2000

- Designed webpages for first two online product launches

Family photo album, Margaret Svercl, River Falls, WI, 1999

- Scanning and optimization of old photos
- Creation of multiple backgrounds for different sections of the album

OTHER EXPERIENCE

VOLUNTEER TEACHER, Gates of Ballston Community Center, Arlington, VA, 2009 - present

- Teaching a computer learning class for local adult students
- Answering questions and demonstrating different techniques for general computer and internet use, sometimes with assistance of a translator
- Successfully extended weekly adult classes from one to two days of the week
- Won recognition of work with an Arlington Outstanding Volunteer Group of 2009 award

DATA ENTRY CLERK, E*Trade Financial, Arlington, VA, 2008 - present

- Head special projects
- Mail preparation and processing
- Interoffice communication in a fast-paced environment

DISHROOM ASSISTANT, Sodexo, Arlington, VA, 2008

- Manage stockroom
- Assist in dishroom and dining area

CASHIER, R.E.I. (Recreational Equipment, Inc.), Baileys Crossroads, VA, 2004 - 2005, 2008

- Service customers
- Upsell membership program
- Assist in stockroom
- Train new hires

CASHIER, Wilco-Hess, Harrisonburg, VA, 2007 - 2008

- Operated main register
- Opened/closed store
- Managed inventory
- Upheld service standards

STUDENT WORKER, JMU Dining Services, Harrisonburg, VA, 2005 - 2007

- Cashier
- Service preparation
- Cafeteria worker
- Private party setup and cleanup

EDUCATION

James Madison University, School of Art and Art History, Harrisonburg, VA, 2003 - 2007

- Major: Graphic Design, Minor: Mathematics
- President, Webmaster, and Trip Leader for Madison University Student Grotto
- Member of National Speleological Society
- Intramural volleyball coach at the University Recreation Center

Bishop Denis J. O'Connell H.S., Arlington, VA, 2003

- SAT Math Exam 800/800 perfect score
- AP Calculus Exam score 5/5
- AP Physics Exam score 3/5
- National Latin Exam Gold and Silver Medals recipient

AFFILIATIONS

Gates of Ballston Community Center

- Volunteer computer teacher, 2009 - present

National Capital Area Skeptics

- Member, 2009 - present

DC Atheists Meetup Group

- Member, 2009 - present