

## Skilled Project Management and Intuitive Client Communication

Graphic Design and Photography • Customer Satisfaction • Travel and Event Coordination

### Areas of Expertise

- Creative Development
- Product Design and Fulfillment
- Web Site Design and Maintenance
- Packaging and Book Design
- Executive and Technical Support

### Partner

*Scuttlebutt Ink (2003 to Present)*

Responsible for operations of an art distribution business, operating online and direct to public, through animation and comic conventions nationwide. Tasks include in-house reprographics, web site design, social media, marketing, online sales and building client relationships. Especially experienced with event coordination, including exhibition and travel arrangements, as well as booth set up and management.

### Project Manager/Colorist/Writer/Letterer

*Mahou Shounen FIGHT! (2010 to Present)*

Coordination of the production of an original full-color graphic novel, distributed online and in print. Contributing writer/author, responsible for story boarding as well as color and typesetting for the comic. Manager for all business operations, including web site design, social media, event coordination as well as product inventory and fulfillment. Our recent Kickstarter project raised over \$18K to merchandize and print the first 200-page volume.

### Owner

*Dusty Jack (2003 to Present)*

As a freelance designer, I'm able to offer my clients top notch graphic and web design tailored perfectly to their taste. In particular, I specialize in rebranding, restructuring and expanding outdated web sites to live up to the company's standards and reputation. I also provide web and business development consultation, as well as marketing assistance as needed. Current clients include several comic book conventions, author Ellys Phox and non-profit organization Prism Comics.

### Vice President

*3R's Robotics (2013 to 2014)*

In this start up dedicated to programming, robotics and science education for elementary, middle and high schoolers, I telecommuted between the SF Bay Area and San Diego and took on a large spectrum of tasks within the company. In addition to providing design support for the web site and all graphics, giving hands-on instruction with students and maintaining the company calendar, I also spearheaded our efforts to expand to Northern California, involving sales calls, travel and event coordination and maintaining partner relationships.

### Customer Service/Office Manager

*Investments Inc. (2007-2010)*

Promoted to management for busy, international sales office, including customer service, technical support, billing and shipping. Hired and supervised a staff of 10. Provided web development and maintained both client database and product inventory. Contributed graphic design in web and print marketing as well as package design.

### Receptionist/Administrative Assistant

*Investments Inc. (2007)*

Prior to promotion, I was originally hired as a receptionist though only remained in the position for three months. Greeted clients, answered the phones, did filing and provided assistance to the CEO. Maintained lead database and administered shipping of promotional goods.

**Project Manager/Assistant to CEO***PhotoTudes (2006-2007)*

Managed a unique 3D product photography project, shooting both human models and inanimate product. Worked with the project's engineer to develop PhotoTudes, a groundbreaking proprietary photography system. Responsibilities included public relations, talent scouting, maintaining model schedule, client communications, event, photography and graphic design.

**Office Manager/Assistant to CEO***CQAdvantage (2005-2006)*

Responsible for litigation support operations including document retrieval and scanning, deposition summarization and knowledge management for high profile court cases. Day to day duties included training, management and retention of 20 employees; client presentation and 24-hour support; as well as website design and maintenance. Other projects included on-site photography and video interviewing of clients for press releases. Assisted the software developer in the construction of a searchable SQL database.

**TECHNICAL PROFICIENCY**

Microsoft Suite, Adobe PhotoShop and Premiere, QuickBase, Corel Painter, Adobe Acrobat, PC/Windows, web site design and development, basic networking, HTML, CSS, WordPress, ComicPress. Touch typist, 10-key.

**Please contact for references at [kim@dustyjack.com](mailto:kim@dustyjack.com)**