

# jeffrey rey {graphic designer}

**OBJECTIVE** To become a member of a creative and innovative team to where I can share ideas that will produce outstanding pieces. In becoming part of the group, I can develop and continue to utilize my education, experience, training and skills.

**SOFTWARE KNOWLEDGE**

- Adobe Photoshop CS 3
- Adobe Illustrator CS 3
- Adobe InDesign CS 3
- QuarkXpress
- Microsoft Office – Excel, Word, Entourage

**SUMMARY OF QUALIFICATIONS**

Exceptionally well organized; able to prioritize projects, produce quality work, and meet deadlines  
Comfortable speaking directly with clients in person or on the phone  
Educated in design and general fine arts  
Cross platform, MAC and PC  
Languages - English and Spanish

**WORK EXPERIENCE**

2009-Current / Palm Beach Media Group / West Palm Beach, FL  
**Advertising Design Coordinator (position merger)**

- Along with the Production Coordinator duties, I am responsible for all ads that need to be created for clients running in both the monthly and annual publications
- Help with promotional pieces for the marketing department
- Designed Special Sections/Advertorial page layouts

2004-2009 / Palm Beach Media Group / West Palm Beach, FL  
**Production Coordinator**

- Ad traffic multiple magazines for a lifestyle regional magazine publication under tight deadlines
- Administrative responsibilities; faxing, meeting and emailing clients, and making various forms
- Incorporated new workflow and system using Microsoft Excel
- Manage and train new interns and employees
- Collaborated on an in-house “new employee” manual

2003 / Tampa Reprographics / Tampa, FL  
**OCE Operator**

- Printed multiple copies of architectural plans in a fast paced high volume environment
- Book binding
- Knowledgeable on an OCE machine

**EDUCATION**

2003-2005 / The Art Institute of Fort Lauderdale / Fort Lauderdale, FL

- Associates of Science Degree in Graphic Design
- Dean’s List (4.0 GPA)

2002-2003 / International Academy of Design and Technology / Tampa, FL

- Transferred to the Art Institute of Fort Lauderdale