

A D A M J A Y H U T T O N

2710 South Veitch Street • Apartment 202 • Arlington, VA 22206

O B J E C T I V E S

- Technology proficient Graphic Designer with strong professional and technical writing skills seeking to leverage creative energy, aesthetic sensibility, and technical skills in a hands-on graphic design position.
- To design; to create content and employ rhetoric synergistically to improve communication; to improve an audience's comprehension; to instruct and teach by visual means.

E X P E R I E N C E

National Crime Prevention Council, Arlington, VA (January 2007–Present)

Designer and Web Manager

- Redesigned and reorganized websites to improve usability
- Developed online games for children's website (McGruff.org)
- Designed custom content management system for flagship website (NCPC.org)
- Developed new web services, including newsletters and user-generated content program
- Created site strategies for web properties, developed project schedule, and managed web team in execution of strategies on schedule
- Designed publications for print and online distribution

American Institutes for Research, Washington, DC (May 2005–December 2006)

Graphic Designer/Production Artist

- Created artwork for test questions
- Designed templates and implemented layouts for test form consistency
- Documented procedures and trained other employees in departmental processes
- Performed quality control on variable print runs
- Automated procedures to improve efficiency

Plum Grove Printers, Hoffman Estates, Illinois (February 2003–March 2005)

Graphic Designer/Marketing Coordinator/Web Developer

- Designed corporate sell sheets and brochures which promoted sales
- Created signage and displays for exhibit booths and seminars
- Designed and managed ePlum (monthly electronic newsletter) from first issue
- Wrote press releases, advertorials, and website content which portrayed knowledge and experience
- Designed client postcards, business cards, and brochures
- Printed client pieces on digital presses
- Implemented variable data printing workflow and produced personalized mailers

Carnegie Mellon University Business Services, Pittsburgh, Pennsylvania (June 2001–January 2003)

Designer/Information Services Specialist

- Created signs and advertisements for use in retail stores
- Designed water bottle label for Entropy, the campus convenience store
- Redesigned websites for Retail Services, Dining Services, and Parking Services

C O M P U T I N G

Platforms: PC, Macintosh, and Linux

Applications: QuarkXPress, Acrobat, Illustrator, Photoshop, InDesign, Flash,
Dreamweaver, Word, Excel, and Access

Programming: [X]HTML, Javascript, Applescript, CSS and CSS2, XML and XSLT, PHP, and Python

E D U C A T I O N

Carnegie Mellon University, Pittsburgh, Pennsylvania

Bachelor of Fine Arts, 2001

Communication Design, Minor in English

Concentration in Professional & Technical Writing

University Honors (3.63 GPA)