

MICHAEL JOHN TURNER

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Experience

INDEPENDENT MULTIMEDIA DESIGNER for Pine Box Moving Company 2001-present

- establish branding and identity for individuals and small businesses
- create vector and raster content for both print and web
- develop Flash animations for presentations and online advertising banners

PRINT AND WEB DESIGNER for Architerra Studios 2006-2010 (Austin, TX)

- design and execute HTML newsletters and online marketing campaigns
- layout targeted marketing materials such as brochures, displays and catalogs
- administer web properties and manage digital assets (optimize, maintain and expand content, perform basic SEO/SEM and specific web work via hand-coding, Flash, and database management)

EXECUTIVE ASSISTANT for Front Gate Tickets 2003-2004 (Austin, TX)

- multitask dynamic workload under tight operational deadlines under the guidance of the Company President

COURIER for Capitol Courier 2001-2003 (Austin, TX)

- provide courteous and prompt service to dozens of clients daily while coordinating complex timelines, thus contributing something snazzy to my resumé

CUSTOMER RELATIONS SPECIALIST for Apple Computer 1999-2001 (Austin, TX)

- act as special processes liaison to Peer Team, Executive Relations and Office of the CEO

Skills

Computer/Web:

- fully proficient with Adobe Creative Suite (Illustrator, Photoshop, Flash & InDesign), Coda (web editor for hand-coding), and spreadsheet and word-processing software
- working familiarity with languages (XHTML, CSS, jQuery, ActionScript, PHP) and various CMS solutions
- equally at ease with Mac and Windows platforms

Project Management:

- set and meet deadlines with variety of simultaneous projects/tasks, prioritize and oversee delegated components with subcontractors, assemble and quality-check contributions from team members and stakeholders, incorporate input and feedback to deliver results in order to meet established goals, coordinate complex publication schedules from start to finish, streamlining workflow and processes

Human Resource Management:

- comfortable and experienced in hiring, training and supervising employees, coordinating work from vendors, serving as liaison with industry/company peers, and handling customer service requests by email and phone

Education

University of Texas, Austin, TX

- 81 hrs towards Bachelor of Arts in Psychology
- continuing education classes in Illustrator, Photoshop and Color Theory

Austin Community College, Austin, TX

- accredited course in Desktop Publishing utilizing QuarkXPress

Special Achievements

- accepted to Copywriting program at the nationally-recognized Creative Circus in Atlanta, GA, in 2006