

JEREME SINCLAIR

GRAPHIC DESIGNER

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<http://www.JeremeDesigns.com>

EXPERIENCE

Freelance Graphic Designer

January 2015 - Present

Currently working on freelance projects for various clients, producing multimedia products including: videography, montages, PowerPoint presentations, flyers, banners, brochures, curriculum formatting and logo enhancing.

The Laguna Playhouse, Laguna Beach, CA

July 2011 – January 2015

Graphic Designer

Designed and implemented all graphic media, utilizing digital software, creative concepts and playhouse content to produce product that advanced theatre sales, provided brand awareness and overall enhanced the reputation and image of The Laguna Playhouse.

- Created and designed all playbills
- Designed and maintained all media ads, including managing printer relations and deadlines
- Produced all multimedia for the playhouse, including social media, banner production, video loop technology and promotions
- Worked and collaborated with all departments within the playhouse to produce work for various projects (youth theatre, fund-raising gala, development)

Freelance Graphic Designer

October 2009 – June 2010

Worked independently for various companies producing graphic products, including: videography, montages, PowerPoint presentations, flyers, banners, brochures, curriculum formatting and logo enhancing.

Ambassador Advertising Agency, Irvine, CA

February 2007 – September 2009

Graphic Designer

As the in-house graphic designer, managed all art and imagery for the agency.

Responsibilities included the creation and production of all: brochures, business cards, newsletters, web and postcard design, video editing, photography, HTML email development and deployment (30 out per month) and the assembly of all promotional art packets.

- As a member of the web and creative teams, helped develop agency website
- Designed new company look & feel, utilizing branding and marketing strategies
- Helped initiate and provided platforms for social media

Riptide Productions**December 2000 – January 2007****Founder & Owner, Graphic Design**

Founded and ran Riptide Productions, a graphic design and video production company. In addition to managing and producing all graphic content, also marketed, advertised and successfully promoted the business.

SKILLS/ABILITIES**Graphic Design**

- Strong attention to detail and quality
- Designing: logos, posters, book covers, presentations, fliers, web sites, brochures, newsletters, training manuals, catalogs, direct mailers, media projects, cards and developing art packages across multiple media platforms

Video Production

- Experienced maintaining and operating video equipment
- Understands how to organize and coordinate essentials for production: activities, camera, sound, music
- Experienced with editing video footage
- Experienced in moving footage from production to post production DVD
- Knowledgeable in projection skills

Web Site Design

- Executed design copy layout for online content
- Experienced in arranging layout based on space
- Knowledgeable in FTP technology

Digital Photography

- Experienced with photographing objects, materials and human subjects to produce prints
- Ability to plan the shoot, gather material and focus the lighting, angle, background
- Able to edit digital photographs

Computer Skills

- Photoshop, In Design, Premiere, Adobe After Effects
Dreamweaver, Flash, C-1 PRO, Illustrator, Encore, Lightroom, WordPress,
Adobe Acrobat, Corel, Microsoft Word, Power Point, Excel

EDUCATION**Biola University, La Mirada, CA****December 2000****Bachelor of Arts, Christian Ministries**

- Software Training DVD classes, Books, DV Expo Training classes,
- NAB Media Conferences Classes, Leadership Training, Animation course