

Bob Alfano

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Portfolio : www.hurricanegraphics.org

GRAPHIC DESIGNER / COMPUTER TECHNICIAN

- Keywords:** Presentation Graphics, Multimedia, Web Design, Java Script, Print Production, Ad Creation, Design, Layout, Photo Composite, Retouch, Digital Audio / Video Editing, Animation, Database, Mail Merge, Direct Mail
- Graphics:** Adobe Photoshop, Quark Express, Adobe Illustrator, Macromedia Flash, Paint Shop Pro, Multi Media Fusion, Front Page, Dream Weaver, Print Shop, JASC Animation Shop, Gryphon Morph, Sierra Print Artist, Lotus Freelance, PowerPoint, Unity and Synthesis group polling software
- Software:** Microsoft Office, PowerPoint, Word, Excel, Access, Dac Easy Payroll, Quicken, Carbon Copy, PC Anywhere, Anti virus Programs, Adaptec, Iomega and Nero CD & Tape Backup Solutions, Lotus Approach, Lotus Word Pro, Lotus 123, Winzip, Cakewalk, Sound Forge, Real Producer, Video Wave, Adobe Premier



Expert Rating Certified for PhotoShop 6.0

I also currently hold Expert Rating Certification in the following areas:
MS PowerPoint 2000, MS Excel 2000, MS Word 2000, General Computer Skills

PROFESSIONAL EXPERIENCE AND ACOMPLISHMENTS

RSi Communications, Hackensack, NJ
Graphic Designer / Technician

09/1999 - Present

Currently working as a team member and/or independently on projects and assignments utilizing a wide variety of acquired skills and abilities.

- Create designs and layout for print publications, brochures, invitations, CD labels and sleeves, report covers, name badges, mail merge documents. Obtain vendor price quotes, print production and prepress.
- Produce screen optimized graphics and animations for web components, buttons, icons, menus, PowerPoint presentations, interactive CD applications and GUI's.
- Utilize Object Oriented Programming to develop and produce interactive multimedia web enabled CD applications, promotional product demos, prototypes, game shows and user interfaces.
- Setup, diagnose, maintain, update and allocate use of all company owned laptop computers. Assist in providing technical support for network, email and computer hardware and software issues throughout the company.
- Initiate and implement a company standard for file naming conventions. Develop, maintain and regularly "back up" a centralized meeting data archive.
- Frequent travel as solo on-site technician. (150+ meetings) Operate wireless Audience Response System (ARS) to collect and display instant polling results for interactive meetings, regional competitions, advisory boards and game shows created for the Health Care, Financial, Entertainment and Service industries.
- Work closely with onsite meeting planners, A/V, shipping and banquet staff. Survey meeting room(s). Execute transmitter/receiver placement, setup, testing and troubleshooting. Conduct system training for presenters, meeting facilitators and operator trainees.
- Create interactive audience response presentations. Convert and format client supplied text and image content extracted from PowerPoint, spreadsheets and word documents. Compile and prepare detailed reports with demographic breakdowns of group and individual response data.

Bob Alfano - Graphic Designer / Computer Technician

- Sandy Okin Design**, Verona, NJ 06/1998 - Contract
Consultant / Freelance Graphic Artist
- Recruited to convert existing company logo from black and white static image to full color animation sequences for trade show presentations and interactive CDs.
 - Recover corrupted mailing list data. Format to conform to database specifications. Provide basic PC training for database handling / formatting during cross platform employee orientation.
- Alcor Promotions**, Lodi, NJ 10/1996 - Present
Freelance Graphic Artist / Designer
- Selected to design and create specialized graphics for use on advertising materials, direct mail, tee shirts, custom watch faces and other promotional items.
- "Gears" Magazine**, Ventura, CA 01/1998 - 04/1999
Creative Contributor / Columnist
- Created, copyrighted and periodically submitted, a series of technically oriented satires based on recent industry developments entitled "The Adventures of Transmission Man".
- Balco - Division of "Snap-On Tools"**, San Jose, CA 04/1995 - 04/1999
Beta Site / Software Evaluation Engineer
- Selected as a Beta Site to test prototype computer chips and software for this leading manufacturer of advanced automotive service and diagnostic equipment.
 - Prepared and submitted detailed reports on software performance and/or defects (bugs).
 - Collected and submitted crucial field data used to build product information database. Technical comments and recommendations were published in the technical reference manuals accompanying products on release.
- MFS - Management Feedback Systems**, Glendale, CA 06/1989 - 04/1999
Beta Site / Software Evaluation Engineer
- Selected as a Beta Site to run, test and evaluate their automotive industry integrated software
 - Prepared and submitted detailed reports on software defects / oversights and limitations. Devised, developed and submitted user customizable "add on" macro tools to convert and reformat exported data and create custom menus and power keys. MFS quickly incorporated these tools in the following program update.

View work samples at: <http://www.hurricanegraphics.org>