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# BRIAN BUFTON

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Portfolio: [www.Brianbufton.wixsite.com/website-1](http://www.Brianbufton.wixsite.com/website-1)

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## Professional Summary

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Creative and hardworking professional with a strong artistic sense and the technical expertise to manage any graphic design need. Experienced in conceptual design, layout management and organizational problem-solving. Multitasker effective in handling a wide range of project requirements with skill and efficiency.

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## Skills

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- Coordinate schedules
- Maintain archives
- Serve customer needs
- Time management
- Resolve customer issues
- Develop concepts
- Operate cash registers
- Employee training and development

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## Experience

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**Freelance Graphic Designer**, 06/2018 to Current

**Self Employed, Freelancer** – Las Vegas, NV

- .Produced hand-drawn sketches or preliminary digital images to show initial concepts.
- .Reviewed layouts and marked changes to improve the final results and meet promotional targets.
- .Kept a complete archive of graphical images, photographs and previously completed works.
- .Determined the best sizing and arrangements for the type of project and the client's objectives.
- .Developed high-quality, creative graphics for diverse company needs, including logos, websites and product illustrations.
- .Selected every detail of designs, including the style of images and text and the size of the type to be used.
- .Engaged clients in the design development process to better serve their individual needs.
- .Regularly removed trash, organized tools and checked the shop's equipment to maintain a neat and safe work area.
- .Continuously classified and filed records to keep the system efficient and all information organized.

**Moving Specialist**, 05/2016 to 06/2018

**All Star Movers, LLC** – Fairfax, VA

- .Reviewed the incoming orders and assigned work to maintain a demanding schedule. Recognized by management for achieving efficient, cost-effective transportation operations.

- .Prevented cargo shifting by securing loads with ropes, covers and chains.
- .Assisted in loading, unloading, and ensuring that freight was ready for long-distance transport.
- .Maintained consistent, timely delivery record, with all deliveries arriving within schedule guidelines.

**Sales Associate**, 06/2016 to 06/2017

**Lacrosse Unlimited of Vienna-VA** – Vienna, VA

- .Worked with manufacturers to keep healthy stock levels and correct product issues.
- .Consulted with customers to understand their desires and suggest the best products to meet their needs.
- .Regularly removed trash, organized tools and checked the shop's equipment to maintain a neat and safe work area.

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## **Education and Skills**

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**Bachelor of Arts:** Design Studies with Concentration in Graphic Design, May 2018

**High Point University** - High Point, NC

- .Dean's List Honoree
- .Student Scholar Athlete for Lacrosse Team.
- .Awarded NASAD accreditation for the School of Arts and Design.

**Ongoing AWS Associate Cloud Architect Certification due to finish at end of April 2021**