

Vishal Thakkar

Sr. Graphic Designer / S.E.O. Specialist

Los Angeles CA

vthakkar918@gmail.com

505 297 8813

Experienced professional in Creative web graphics designing, project management, digital sales and marketing.

(US Citizen) Authorized to work in the US for any employer

Work Experience

Sr. Web - Graphic Designer / S.E.O.

Office24hours LLC - Chatsworth CA

December 2018 to March 2021

- Managing client proposals from typesetting through to design, print and production
- working with clients, briefing and advising them with regard to design style, format, print production and timescale
- Reviewing final layouts and suggesting improvements if required
- preparing rough drafts of material based on an agreed brief
- Developed, and implemented project procedures to assist in document and work control.
- Determining size and arrangement of copy and illustrative material, as well as font style and size
- Developing concepts, graphics and layouts for product illustrations, company logos and websites
- Drive continued improvement of SEO practices, ranking strategies, and on page performance
- Keep up to date on the latest SEO, PPC strategies and technologies and assist in improving solution offerings
- Creating various ad groups and campaigns in Google AdWords
- Writing and posting of news letters and posts weekly
- Email marketing campaigns and social media marketing

Sr. Graphic Designer

Grizzly Graphics - Albuquerque, NM

April 2017 to November 2017

- Creation of artwork that effectively achieves desired goals based on client marketing objectives.
- Responsible for all mechanical art details (file set to specs, formats, color seps, color proofs, file uploads). Assist in creative design work when needed.
- Answer calls regarding client orders, status, invoices, and so forth.
- Manage a wide variety of projects/demands at one time with quality execution and on time delivery.
- Ensuring accuracy by understanding and applying brand guidelines, having all artwork proofread internally and following internal creative processes and acquiring necessary approvals.
- Set up of approved art files for film and create color ways for production.
- Assistance with conceptualization and development of branding platforms and other projects.
- Working with other designers and staff in embroidery/production to ensure effective project designs, and deadlines.
- Maintenance of brand guidelines, style formatting and design standards
- Content creation for marketing campaigns, including copy writing, graphic design, and executing campaigns through print venues and online systems (like Mail Chimp).

- Monitoring and overseeing online presence, including social media sites and campaigns
- Direct to garment printing
- Design development for web and print.
- Participation of weekly status meetings and brainstorm sessions by contributing/generating ideas/concepts to meet client's objectives and strategies.
- Other duties as assigned

S.E.O. / Digital Marketing Manager

Harrow Security Vehicles - Dubai

June 2015 to October 2016

Worked for Harrow Security Vehicles in Armoring industry as a sales engineer but not limited to only sales, as well as overseeing the I.T. department as well.

Responsibilities:

- Establishment of new, and maintained existing relationships with customers.
- Calculated client quotations.
- Negotiated contracts and closed sales agreements.
- Administered client accounts.
- Analysis of costs, and sales.
- Supervision of IT, and sales employees.
- Cold-calling in order to create interest in armored vehicles, generate new business leads and arrange meetings.
- Prospect new sales channels and opportunities through cold calling, networking and market research
- Regularly update CRM system to reflect accurate and up-to-date sales pipeline information.
- Researched industry market analysis on competitive products and pricing; geography of competition
- Managed all social media and Google ad words advertisements.
- Generated leads through digital marketing.
- Co-ordinations with other digital marketing executives and reporting.

Creative Director

Vagisa Technology - Vadodara, Gujarat

February 2011 to May 2015

- Recruitment and training of new employees to ensure professional technical skills were met.
- Regular coaching of students, and employees.
- Trained tele-callers for cold-calling in order to create interest in products and services.
- Initiated and oversaw a wide variety of integrated marketing and design projects.
- Generated new business leads and arranged meetings with sales executives.
- Ensured quality of service by developing thorough and detailed knowledge of technical specifications and other features of employer systems and processes.
- Screening of resumes, interviewing, and training of hired candidates.
- Developed effective sales plans using a variety of sales methodologies.
- Designed sales literature, and attended industry events.
- Provided training and produced support, and marketing materials for the sales team.
- Managed field sale operations, and supervised after sale services.
- Managed all media and advertisements, project management.
- Co-ordinations with other sales executives and reporting
- Training of over 3,000 students in Web, Graphic, Sales and IT.

- Screen-printing preparation Pre-press graphics, art processing, virtual, digitizing embroidery, and ractor to vector.
- Provided internship opportunities for students, along with job placement for qualified applicants to MNCs.
- Marketing and promoting of portfolio products.
- Implementation of designs, branding, marketing, effective advertising campaigns, and SEO.
- Management and creation of projects and budgeting.

Technical Recruiter

Heer Infotech - Vadodara, Gujarat
June 2008 to April 2009

I've worked with Heer Infotech end client was Microsoft as a "Technical Recruiter" I was responsible for sourcing, recruiting, and screening applicants for a variety of technical positions, including software engineers, system administrators, computer programmers, and database administrators.

Responsibilities:

- Sourcing of candidates through databases, social media, search engines, and other sources.
- Conduction of interviews, and filtering positions for most qualified individuals.
- Fostered long-term relationships with candidates, new business prospects, and current.
- Preparation of recruitment materials, job postings, development of reliable recruiting and selection methodology methods.
- Assessment of applicant's skills, experience, and attitudes.
- Researched new technologies
- Created detailed job descriptions
- Followed up with candidates & report to delivery manager.
- Acted as a point of contact for new business prospects, along with implementation of sales, and recruiting training.

Education

Bachelors of Science in Electrical and Electronics Engineering

Rajiv Gandhi Technical University - Indore, WV
May 2011 to December 2014

Diploma of Electrical Engineering in Electrical Engineering

Sigma Institute of Technology and Science - Vadodara, Gujarat
June 2006 to May 2009

Secondary School Certificate in education

Gujarat Secondary and Higher Secondary - Vadodara, Gujarat
June 2006

Skills

Training, Adobe Creative Suite, Adobe Illustrator, Graphic Design, Web Development, Sales Management, Marketing, Management, Business Management, Acrobat, Autocad, Business Development, Customer Service, Recruiting, Negotiation, Project Management, Sales Management, CRM, Powerpoint, Word, Recruiting, UI/UX, Google Analytics, Solidworks, Salesforce, Indesign, Adobe, Photoshop, Typography, Motion

Awards

Gold medal

December 2014

I have been awarded and honored with Gold medal and certificate for achieving first rank in final year of engineering with 84.40% and 100 percentile.

Additional Information

LANGUAGES

English

Hindi

Gujarati

Marathi

Urdu

UNIVERSITY PROJECTS:

- Designed Hydro power plant model & Transmission lines..
- Designed a printing functions enabled website for an organization.
- Designed voltage controller.

TECHNICAL SKILLS

Control Systems and Component

Transformers and Motors.

Hazardous locations protection and wiring methods

Power generation, transmission and distribution systems design

Substation, plant electrical layout and grounding systems design

large synchronous and induction motor applications

Adjustable speed drive motor applications

Protection, coordination and power systems analysis

Arc flash analysis

Intrinsic Safety and Non-incentive wiring design

Design of Transformers and analysis

Technical project management

Computer & Database

Analog/Digital circuit design, analysis & assembly

PID Controls

Windows-XP, Mac IOS

Digital signal processing

Knowledge of Canadian Electrical Code

Single phase & three phase Wye & Delta circuit analysis

Power factor correction

Programming and design software AutoCAD(Basic) , ProCad (Auto Electric), Matlab, Eclipse, RSLogix5

Utility & industrial power system applications: transformer, relay & switchgear coordination

RSLink, ETAP, PSpice, MultiSim, Substation Explorer, ASE2000

Word, Excel, PowerPoint

JAVA coding, HTML, CSS, Word Press, JavaScript

Adobe Creative Suite; Photoshop, InDesign, Illustrator, Dreamweaver

Three phase induction & synchronous machines

Motor control using VFD's

Advanced PLC programming & process control

DNP3 & Modbus communication protocols

Graphic Design

Windows-XP, Vista, window 07, 08, Mac ios.

Matlab, LabView,

Corel draw x6

CRM