PATRICK M. DORAN

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SUMMARY:

Six years experience in unique production environments, with extensive design software expertise.

Responsible and able to work independently while prioritizing multiple projects on tight schedules.

TECHNICAL SKILLS:

Graphic and multimedia work, audio and video editing, XHTML and CSS for the web.

Visual Basic for MS Office. Interwoven CMS.

Platforms: Windows XP, 2000, 98. Mac OS X and 9. Hardware setup and maintenance.

Software: Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Flash, Maya 6, Quark, Microsoft Word, Excel (with VBA), Access and PowerPoint.

PROFESSIONAL EXPERIENCE:

The Premier Insurance Company of Massachusetts
2003 – Present: Associate Information Systems Specialist

Support of company website, creating and updating pages. Design of company documents, customer forms, and presentation materials. Security administration and audits of company systems.

- Worked with vendors to implement initiatives; targeted mass-mailings, large scale PDF record storage.
- Revised customer billing statements to reflect new focus of company.

Lionbridge Technologies
2000 – 2002: Web and Multimedia Project Lead

Lead projects dealing with translation of web sites, graphics and multimedia. Responsible for graphic editing, file management, audio/video editing. Changing multimedia files from one language to another with Photoshop, Flash, HTML, Pro Tools, and Illustrator.

- Researched and resolved audio and video solutions for large account by application of appropriate hardware and software.
- Created actions in Photoshop to automate repetitive graphics tasks.

Datacorp
2001: Web Site Designer

Contracted for the design, implementation, and upkeep of a company website, from concept stages onward. http://www.mjdatacorp.com

EDUCATION:

Rhode Island School of Design
2006, Training in *Digital Pre-Press Production and Design*.
2005, Training in *Maya 3D* software.

Framingham State College
2001, Graduate, *cum laude*, B.A Art and Visual Communications.

Microsoft Office training, including advanced classes in VBA for Microsoft Excel.