

Work Experience

- **Creative Closets • June 2008–Current** - *Project Manager/ Sales Representative*
 - 6 years experience managing and maintaining design projects to work with home owners, designers, architects and realtors to organize select areas of their home or apartment in New York City and Westchester County such as closets, pantries, offices and laundry rooms to maximize use of each space • Develop designs and send proposals for each project based on initial consultation appointment • Maintain and organize 10-20 simultaneous projects • Administrative duties such as heavy phones, appointment setting and preparing documentation, materials and hardware for installations • Administrative duties such as heavy phones, appointment setting and preparing documentation, materials and hardware for installations • Corresponded with installers upon completion of jobs to ensure client satisfaction
 - Updated techniques of the design team from pencil-and-scale hand drawings to the use of AutoCAD • Ghost wrote designs for other designers to further speed up production
 - Designed new marketing collateral to enhance the tools of the sales team for a higher sales record • Established networking for various architectural, real estate and interior design companies
- **Pitney Bowes Management Services • June 2003– February 08** - *CSA*
Customer Service Associate for shipping and receiving and mail-room departments of various IBM locations • Duties included timely customer support to IBM employees and executives, including shipments to on-site and inter-office delivery of work related materials stocking and upkeep of data output offices, file retention and retrieval, cost savings projects
- **Quality Graphics • Spring 2007** - *Design Intern*
Designed various projects such as corporate identity systems, bi-folds, brochures, invitations, post cards, menus & newsletters; also handled finishing process such as printing, cutting, bounding & laminating • Prepared print-ready files for timely execution
- **Joel Greenburg Architects • June 2000–August 2001** - *Assistant Architect*
Designed, drafted & printed residential additions to local houses and businesses for local architectural business • Created blueprints of finalized renderings • On-site evaluations

Education

- **Drexel University • M.S. in Construction Management (in progress)**
- **St. Thomas Aquinas College • B.S. in Graphic Design**
- **SUNY Cobleskill • Graphic Design Technology**
- **B.O.C.E.S. • Certificate Programs: (2001) Computer Assisted Drafting & Design (C.A.D.D.) and (2011) Construction Management**
- **Certificates • Lead Certified for RRP work**

Related Skills

Print design including advertisements, brochures, menus, newsletters, self-mailers, corporate branding, page layout and packaging/ display design • Web design using HTML & CSS • Exceptional skills in Illustrator and Auto-CADD • Strong skills in Dreamweaver, Photoshop, InDesign and Microsoft Office • Intermediate skills in Google SketchUp, Quark X-Press and Acrobat • Experienced in both Windows & Mac operating systems • Photo-restoration & retouching, black and white & color photography, including manual & digital SLR cameras • Typing speed 45 W.P.M. with 96% accuracy

Extracurricular

- Laetare Players Set Crew Manager Collaborated with director & actors in the design and construction of the stage picture for student run plays, "The Foreigner", "Rumors" and "Working"
- Design included sketches and computer renderings of plans; construction phase included frames for stage extensions/ platforms and backdrops of scenery & props • The Thoma, Design Layout Editor/ Writer Planned and executed visual design and layout of the bi-weekly campus newspaper

Professional online profile:

www.Linkedin.com/pub/Matthew-Donovan/12/226/499