



Thomas M. Gregovich, Jr.

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Experience

Designer & Technical Support, *Taxland USA*

Current

- ▶ Create promotional flyers and signs for marketing use
- ▶ Design, code, and implement the company website and email campaigns
- ▶ Provide general technical support for office personnel
- ▶ Wrote company policy & procedure manuals and employee contracts

Digital Content Coordinator, *Wharton Center for Performing Arts*

Dec 2011-Aug 2013

- ▶ Designed, coded, and tested HTML emails for all Wharton-managed sites
- ▶ Maintained and updated all Wharton-managed sites through CMS or code
- ▶ Ran email marketing campaigns for theatre e-clubs
- ▶ Created images for websites and email campaigns that maintained brand standards

Relevant skills

- ▶ Using the Adobe Creative Suite, particularly InDesign, Photoshop and Illustrator;
- ▶ Competency with both Microsoft Office Suite and Apple iLife;
- ▶ Working within a CMS, including WordPress and custom-made systems;
- ▶ Creating mock-ups and wireframes of documents and websites;
- ▶ Understanding of the user centered design cycle and basic design principles; and
- ▶ Coding in modern HTML, CSS, and JavaScript libraries.

Community Involvement

President, *Spartan Web Authoring Team*

2012-2013

- ▶ Managed web development for non-profits and student organizations
- ▶ Scheduled meetings, speakers, and workshops for students across campus

Project Manager, *Easter Baskets for Kids - COTS*

2008-10

- ▶ Oversaw the creation of a budget for the assembly of 150+ baskets
- ▶ Organized an assembly line to streamline the basket-making process
- ▶ Responsible for communication among volunteers

Education

B.A., Digital and Technical Writing and Russian, Michigan State University

2013

- ▶ Coursework in: visual design, digital communications, typography, branding, social media management, audience analysis, and different writing styles

Study Abroad, Russian Language, Volgograd Polytechnic Institute, Russia

2012

- ▶ Coursework in: basic grammar, syntax, phonetics, and culture.