

# MICHAEL COLE

---

---

555 San Juan Dr. • Saint Charles, MO • 63303 • (636) 219-0768 • gryphyn2000@yahoo.com

## OBJECTIVE

---

Graphic Designer who continues to learn new programs and skills to stay current with new trends and technologies. A forward thinking attitude who never stops learning and will continue to do so.

## SUMMARY OF QUALIFICATIONS

---

Self-motivated, results-driven professional who possesses excellent sales, leadership, and communication skills. Experienced in leading and motivating associates. Solid track record of consistently meeting and exceeding company goals and deadlines.

## PROFESSIONAL EXPERIENCE

---

### SPORTSPRINT

**MARCH 2007 TO PRESENT**

*Production Artist*

- Involved in quality control for all artwork produced.
- Computer generated 4-color art for T-shirt designs.
- Interact with customers and Salespeople in order to make the best design possible.

### CONVERGYS

**NOVEMBER 2006 TO MARCH 2007**

*HSI Technical Support Agent*

- Telephone operator whose duties included maintaining and adhering to a set schedule.
- Graduated a 6 week training program.
- Able to get customers back on-line within 10 minutes.

### GATEWAY MEDICAL RESEARCH

**NOVEMBER 2003 TO PRESENT**

*Sub-Contractor*

- Provide blood samples for analysis for various drug companies.
- Responsible for all follow up return draws and scheduled check-ins.
- Participated in 16 studies during my time there.

### IKON

**MARCH 2000 TO JUNE 2006**

*Shop Technician / Field Service Technician / Senior On-Site Customer Service Representative*

- Set up Ricoh and Canon analog/digital copiers.
- Maintain and repair customers equipment on an on-call basis.
- Maintain an inventory of parts for my territory.

### PUBLICATION SERVICES

**APRIL 1997 TO APRIL 2000**

*Digital Imaging Specialist*

- Scanner operator utilizing a WINCAM30 system.
- Duties include cleaning, coloring, and labeling scans.
- Proficient in using Adobe Photoshop & Adobe Illustrator.

### GRYPHYN GRAPHYX

**JULY 1995 TO PRESENT**

*Mac Operator / Freelance Artist*

- Produce 4-Color computer generated camera-ready artwork.
- Create artwork for sale at conventions around the country.
- Private tutor teaching art theory and techniques.

## EDUCATION

---

### STUDIO ACADEMY

**AUGUST 1980 TO JUNE 1982**

- 2-Year certificate in Commercial Art.

### UNITED STATES MARINE CORPS

**AUGUST 1987 TO DECEMBER 1989**

- Graduate of "BASIC ELECTRONICS, RADIO THEORY, and AVIATION RADIO REPAIR" schools.