



BRIAN S. JOURIS

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GRAPHIC AND WEB DESIGNER

EDUCATION

Graphic and Web Design Professional Certificate 09/10
Boston University, Center for Digital Imaging Arts (BUCDIA) Waltham MA

Bachelor of Arts in Communication Arts 05/04
Framingham State College, Framingham MA

PROFESSIONAL PROFILE

- * Certified through an intensive 1120-classroom-hour program in graphic and Web design.
- * In-depth experience applying graphic design principles to produce print documents and Web sites.
- * Highly organized, detail-oriented, ability to prioritize and multitask to meet deadlines.
- * Wide knowledge of layout principles and esthetic design concepts.
- * Strong creative, design and visualization skills.
- * Knowledge of photography and ability to use SLR cameras for high quality print capabilities.
- * Excellent communication, interpersonal and administrative skills with a professional attitude.
- * Able to work well with individuals on all levels independently or as a team player.

TECHNICAL SKILLS

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|--------------------------|----------------------------|----------------------------|
| * Adobe Creative Suite 5 | * Adobe Photoshop | * Adobe Illustrator |
| * Adobe InDesign | * Adobe Dreamweaver | * Adobe Fireworks |
| * Adobe Flash | * HTML & CSS | * Javacript |
| * jQuery | * Action Script 3.0 | * PHP 5.0 |
| * WordPress | * Microsoft Word | * Microsoft Excel |
| * Microsoft PowerPoint | * ACT! | * Goldmine |
| * Mac OS & PC Platform | * MYOB | * DBA |

GRAPHIC & WEB DESIGN PROJECTS

Genuine Voices (www.genuinevoices.com) (class project) 09/10
* Redesigned Web site for non-profit organization as part of a team; increased traffic by 25%.
* Produced an instructional manual on how to use WordPress for client.

Brown University Study Abroad Program Brochure (concept design - class project) 08/10
* Designed a six-page travel brochure for a trip to Italy for Brown University.

A Tiny Spark (concept design - class project) 04/10
* Designed a poster, business card, postcard, letterhead and DVD cover for an independent filmmaker.

RELEVANT EXPERIENCE

Contractor, Faith Casler Associates, Natick MA 02/07 - 06/09
Positions included: Human Resources Assistant, Administrative Assistant / Coordinator
Clients included: A123 Systems, Grove Street Advisors, BJ's Wholesale-Corporate Office

- * Assisted recruiter by resourcing job candidates; meet goal six-months ahead of scheduled deadline.
- * Developed a manual for data entry procedures, enabled staff to complete orders faster by 35%.

Sales Administrator, Precision Digital Corporation, Natick MA 06/05 - 11/06
* Handled calls requiring complex product inquiries quickly, increased clientele by 25%.
* Implemented a new procedure to decrease time needed to fulfill literature requests by 25%.