Kevin P. O'Connor

Attleboro, MA 02703

Phone: 508-226-1251   Cell: 508-740-5358   *koconnor@meganet.net*

SUMMARY

Creative Services Professional with wide ranging experience in web and graphic design, advertising layout, copywriting, presentation/instruction, animation and video & audio production. Worked extensively in visual/presentation media, with developed eye for layout, image composition and detail. Derive great satisfaction from translating words and ideas into visuals that provide brand recognition and retention. Possess wide array of software skills, plus the ability to learn new software quickly, and adapt to evolving business situations. Focused, disciplined and highly creative with positive "can do" attitude, and proven ability to multi-task, bringing in projects on time and under budget.

KNOWLEDGE/SKILLS

- **Adobe Creative Suite** (Photoshop, Acrobat, Illustrator)
- **Corel Creative Suite** (Draw, Paint)
- **HTML and Web Design**
- **JavaScript, CSS**
- **Flash**
- **Paint Shop Pro**

- **PTC Arbortext Editor**
- **Sublime Text Editor**
- **Microsoft Office Suite** (Access, Excel, PowerPoint, Publisher, Visio, Word)
- **Advertising Design and Layout**
- **Lotus Notes, MS Outlook**
- **Quickbooks Pro Software**

EXPERIENCE

Freelance Creative Services Professional, KO-Creative
1993 to present

- Professional Web Design and Graphic Design, logo design, desktop publishing, HTML and CSS, Flash, Javascript, GIF animation, interface design, and a variety of other creative endeavors.
- Designed websites, presentation materials, digital photographs and editing for a variety of private companies, professional organizations and non-profits.
- Freelance professional videography for corporate events, training, weddings, family events and creative video production. Experienced in all facets of professional video production, including three-camera shooting, multi-track video editing, directing and technical direction, electronic news gathering (ENG), and graphic design and insertion.

Tech Writer, Tech Research Group, LLC
2016 to 2019

- Professional graphic design and XML coding for production and publishing of professional military hardware manuals.
- Review, edit text and verbiage for publishing of military hardware manuals.
- Organizational and research projects for publishing of military hardware manuals.
- Database design and update.
- Observance and conformance to MIL Standard.

Customer and Admin Support, Exium Technologies, Inc.
2012 to 2016
- Professional graphic design for trade show materials, logos, promotional materials, et al
- Website design for corporate website. Logo design and document layout for all company brochures, MSDS and prestnation materials.
- Design of graphics and layout for company trade show booth
- Pricing management for client list using MS Excel
- Shipping and handling of product and promotional materials, inventory management
- General office management including customer invoicing, vendor relationships, bookkeeping using MS Excel and Quickbooks Pro.

Contract Services Professional, DuPont Water Technologies/PIXL, Inc..
2010 to 2012
- Professional graphic design for project submittals, trade show materials, logos, training materials, et al
- Pricing management for client list using MS Excel
- Project management duties for Engineering Dept.
- Shipping and handling, bills of lading, and other shipping and receiving duties
- Safety training and presentation materials, organization of monthly safety meetings
- General office management including vendor relationships and special projects as needed.

Graphic Designer/Administrator, ACI Worldwide Corp.
1999 to 2009
- Creation, design and implementation of corporate internal website (IWEB) for internal communications and information dissemination. IWEB expanded to encompass all departments and eventually incorporated into the corporate-wide internal website (I4).
- Contributed to design and maintenance of customer-exclusive documentation access portal (INFOLINK).
- Devised general access database to accurately track corporate travel, border crossings. System alerted managers of tax penalties for overstays on foreign soil, significantly reduced tax liabilities.
- Designed and hosted cross-functional training sessions (live and via Webex) in diverse subjects including Lotus Notes, PowerPoint, HTML and Web Design, Time Reporting Software, et al. Routinely oriented new employees to speed their acclimation to the office environment.
- Designed and submitted weekly backlog reporting for MTS Help Desk to VP of Customer Service.
- Provided extensive support to Marketing/Sales Departments for trade show preparation, presentation materials, menu interface design, desktop publishing, printing and copying, and shipping of supplies/materials.
- Special design projects and tasks as required.

Course Instructor, Adult Education, Attleboro School Dept.
Part-time, 1998-2001
- Instructed adult education classes in technical subjects and software operation
- HTML & Web Design
- Microsoft Access
- Powerpoint.
- Designed all training materials, handouts and curriculum for all subjects.
- Designed and implemented website for Attleboro School Department Adult Ed program.

OTHER EXPERIENCE

Retail/Sales Associate, Safety Team Leader, Wal-Mart Stores, Inc. 2012
Retail/Sales Associate, CVS Caremark, Inc. 2012
Retail/Sales Associate – Hardlines, Target Stores, Inc. 2005-2006

EDUCATION

- **Bachelor's Degree, Communication,** Stonehill College
- **Associate's Degree, Liberal Arts/Media,** Massasoit Community College

VOLUNTEER AND EXTRACURRICULAR

- **Boy Scouts of America, Pack 33 and Troop 37, Annawon Council, Mass. 2003-2009**
- **Attleboro Youth Commission – Graphic Design and Special Projects 2010-2014**

Portfolio available at koconnor.naisp.net/portfolio
LinkedIn profile available at www.linkedin.com/in/kocreative