

(919) 576-0865 office  
(919) 805-0273 cell  
jaymade@gmail.com  
<http://jaymade.com>

# R. Jay Rich

## resume

### Experience:

#### **JayMade Design 10/09- Present**

Freelance projects vary in magnitude and complexity. A typical project may consist of any of the following:  
logo & form creation, literature, catalogs, video production, DVD authoring to complete web & blog creation.

#### **Newton Instrument Company, Butner, NC 10/91 - present**

##### *MarComm/Designer*

I currently organize and schedule marketing projects, manage photo shoots and trade shows, create/distribute marketing material, coordinate advertising, work in conjunction with other departments to ensure stability and accuracy with our E-commerce site, Publish a bi-weekly newsletter called "Nic Fit". Constantly researching ways of departmental cost reduction, like saving 12% on annual printing cost of current catalog production and increasing sales 4% with on online web campaigns.

##### *Technical Documentation Specialist*

Manage the coordination and implementation of marketing tools, such as catalogs, web graphics, multimedia presentations and brochures. Create Training web site for CSRs

##### *Finishing Department Team Leader*

Organize Team meetings, communicate between shifts, create ideas to increase throughput and productivity for the Finishing Department like batch running similar part and technique training.

##### *ISO9000 Certified Internal Lead Auditor*

Coordinate and conduct internal audits and present findings to management.

### Education:

#### **School of Communication Arts, Raleigh, NC 11/97 - 6/98**

Certificate in Computer Animation

#### **School of Communication Arts, Raleigh, NC 9/96 - 6/97**

Certificate in Graphic Design

#### **North Carolina State University, Raleigh, NC 10/94**

ISO9000 Internal Auditor, QA Training

#### **Durham Technical Community College, Durham, NC 9/90-10/92**

Architectural Drafting and General Studies

### Skills:

#### **Proficient in the following programs:**

##### *Adobe master Collection CS5*

Photoshop CS5 Extended  
Illustrator CS5  
InDesign CS5  
Acrobat 9 Pro  
Flash Professional CS5  
Dreamweaver CS5  
Fireworks CS5  
Contribute CS5  
Adobe Premiere Pro CS5  
After Effects CS5  
Soundbooth CS5  
Adobe OnLocation CS5  
Encore CS5

##### *Microsoft Office*

Word  
Excel  
Power Point  
Access

#### **Web Languages:**

Html 5  
CSS  
XML  
Joomla  
Wordpress  
JS

#### **Address:**

417 Mayview Drive  
Creedmoor, NC 27522

#### **References available upon request**

Samples at <http://jaymade.com>