

OBJECTIVE:

To continue in the graphic art field. Primarily pursuing a prominent role relative to the design/computer department of a printing firm, advertising agency or book publisher.

SOFTWARE SKILLS:

A diverse range of software on both Windows and Apple Macintosh platforms including: CorelDraw, Adobe Photoshop, Illustrator, PageMaker, QuarkXpress and Microsoft Word, and PowerPoint.

EXPERIENCE:

NETPUB INC., Poughkeepsie, New York
System Engineer/Art Director (January 2000 - Present)

System Engineer Duties

Helped design, and maintain a Windows network for NetPub. Duties included installing the hardware to include all cabling, installing Windows software on all computers and Microsoft WinNT server, configuring the network, setting up security and virus protection. Helped design, develop, and build internet/intranet web sites for NetPub and their clients

Other tech duties included troubleshooting customer files, installation of new computers, software, and network connections. Responsible for onsite computer training for NetPub employees and online support for clients.

Art Director Duties

Responsible for art direction, design, execution of company branding, pre-press and post production of internal projects, magazine ads, and logos. Involved in all aspects of company's graphic imaging including co-designing of company website. Also provided art direction to staff designers for book projects for the publishing division of NetPub, Vivisphere Publishing. Designed most of Vivisphere's book covers and imprint logos. Developed a interactive cd president training CD for the Boy Scouts of America that was distributed Nationwide.

NETPUB INC., Poughkeepsie, New York
Pre-Press Supervisor/Graphic Designer /Pre-Press Technician (May 1997 - January 2000)
Recruited to help update Corporate Image material. Redesigned logo and promotional material along with the presentation material for sales and customer meetings. Tech services included troubleshooting customer files, installation of new computers, software, and network connections. Learned the operation of the IBM Infocolor 70 digital printer along with Info 4000 and Info 60. Responsible for onsite computer training for customer service and employees. Became supervisor April of 1999.

VISUAL COMMUNICATIONS GROUP, INC. New York, New York
Graphic Designer (September 1993 - May 1997)
Was hired to help setup an graphic art department based at one of their largest client's office building in Danbury, CT., that client, Praxair Inc. is headquartered there. Praxair's needs were centered around developing presentation material that would enhance their marketability and strengthen their training process. Working on both Mac and Windows platforms, Freelance Graphics, Persuasion, Powerpoint and Harvard Graphics were used along with Adobe Illustrator, Adobe Photoshop, Corel Draw, and Pagemaker. Worked directly with client in developing new and updating material to fit the Corporate Image. This included not only the clients on-site, but those at other sites in the U.S., as well as abroad. Designed and worked on Praxair's first interactive multimedia presentation which was to become the prototype for others to follow.

LOGOS - BOOK COVERS - WEB DESIGNS

JAY COOKINGHAM RESUME

845-229-8943 28 ROBERT DRIVE - HYDE, PARK NY 12538

cookingham@juno.com

HAMCO INC., Poughkeepsie, New York

Pre-Press Technician/Graphic Designer (November 1992 - September 1993)

Setup, implementation and system maintenance of desktop publishing department that included both Windows and Macintosh platforms. Performed troubleshooting actions on customer electronic files along with telephone consultation with customers to help them with hardware/software conflicts. Training of Hamco employees on systems, including sales and customer service personnel. Software programs used were as follows: For Windows; CorelDraw, Pagemaker and Wordperfect. For the Macintosh, Quark, Pagemaker, Adobe Illustrator and Photoshop. Duties also included working with sales and designing jobs related to Hamco's own marketing plans.

HAMILTON REPRODUCTIONS, INC., Poughkeepsie, New York

Pre-Press Supervisor (March 1991-November 1992)

Overseeing design, desktop publishing, camera, stripping, platemaking and electrostatic camera departments. Duties also included working with marketing on jobs related to Hamilton's own marketing plans and serving on a quality team task force. During this time I researched and implemented plans to start Hamilton's entry into desktop publishing. During this time I learned such software packages as; Corel Draw, Pagemaker and WordPerfect running on a Windows platform.

Design Department Supervisor (January 1990-March 1991)

Overseeing of department needs as it related to people (training, career goals, etc.), planning and scheduling design, typesetting and paste up. Did majority of design work and learned to typeset on a Compugraphic 8400. Also had direct contact with customers when needed.

Graphic Artist (March 1984-January 1990)

Responsibilities included; Design and layout, specing type, preparing mechanicals and some direct contact with customers.

SUPERIOR PRINTERS, INC., Orlando, Florida

Graphic Artist (February 1983-October 1983)

Responsibilities included; Design and layout, preparing mechanicals and some direct contact with customers.

EDUCATION:

EVANGEL COLLEGE (1976-77) Springfield, Missouri

Major: Fine Art

DUTCHESS COMMUNITY COLLEGE (1974-76) Poughkeepsie, New York

A.A.S. Degree in Commercial Art

PERSONAL:

Date of birth; (4-23-56) Very happily married and in great health.