

# Jim Cigno

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## Summary:

A diverse and detailed creative digital imaging specialist with myriad expertise of more than 15 years. Being in charge of multiple projects with strict deadlines has been achieved through organized decision making that often resulted in new protocol implementation. Proficient in all major graphic software as well as HTML, CSS, JavaScript, and Wordpress.

## Relevant Experience:

### Graphic Designer

Postal Regulatory Commission: Washington, DC (04/12-04/13)

- Designed and laid out text and graphics for publications, presentations, and the government website
- All materials were in compliance with Congressional mandates and met GPO requirements
- Created Powerpoint presentations and fill-able forms used for legal hearings and briefings
- Was the official Commission photographer for public hearings and formal functions

### Graphic Designer

Intellitrex: Waldorf, MD (12/10-01/12)

- Administered various websites; designed and uploaded graphics
- Designed large banners for trade show exhibits for Intellitrex
- Laid out and printed posters, pamphlets, brochures, letters, and proposals

### Graphic Artist

Recorded Books: Prince Frederick, MD (08/06-09/09)

- Designed and laid out CD Box sets for all retail products
- Coordinated with printers; finalized all Blueline proofs
- Changed processes regarding spot colors, saving the company thousands of dollars per year
- Created four-color biannual catalogs and large posters for exhibitions
- Designed, created, tested, and sent E-mail blasts campaigns; administered all contact lists
- Grew existing lists by 14% with over a 12% click-through rate, far above the national average

### Multimedia Artist/ Senior Audio Specialist

Innovative Technology Application, Incorporated: Springfield, VA (02/98-11/05)

- Recorded, edited, and published audio material for web applications or CD/DVD
- Created a methodology for recording and editing that became the company standard
- Supervised and trained audio staff
- Designed interfaces, content graphics, animations, CD labels and jewel cases
- Was the go-to guy for all print material; taught and trained peers as all printing was in-house
- Laid out and printed labels, cases, and manuals

## FREELANCE WORK

- Designed and created the title and credits for TIVA PEER Award-winning short films *Here, There, and Everywhere* and *The Misadventures of Matilda Mench*
- Design brochures for Professional Women's group in DC (WILDS)
- Created the web page for a furniture designer, [Papurniture.com](http://Papurniture.com)

## Education:

Bachelor of Fine Arts: University of MD at Baltimore County (UMBC): Imaging & Digital Arts  
CIW: Certified Internet Web Professional—Web Design Specialist: Certified 04/15