

# Jim Cigno

2100 Suitland Terrace, SE #202 Washington, DC 20020 (240) 419-4149 jim@jimno.net

## Introduction:

I am a diverse and detailed creative digital imaging specialist with myriad expertise of more than 20 years. I have been in charge of multiple projects with strict deadlines that were achieved through organized decision making—that often resulted in new protocol implementation. I am proficient in all major graphic software, notably Adobe Creative Suite and Microsoft Office, and I work on both PC and Mac. I earned a Front-end Developer certificate in May, 2024.

## 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
- Solely designed and laid out the 2012 Annual Report to the President and Congress. (508 compliant)
- 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
- Laid out and printed posters, pamphlets, brochures, letters, and proposals (508 compliant)
- Designed large banners for trade show exhibits for Intellitrex

Graphic Artist/Email Manager

### 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 an independant author, [Doug-fowler.com](http://Doug-fowler.com)

## Education:

Bachelor of Fine Arts: University of Maryland at Baltimore County (UMBC): Imaging & Digital Arts  
W3Schools Front-end Developer Certificate