Jim Cigno

jim@jimno.net   167 Todd Place, NE Washington, DC 20002   (240)419-4149

Skills:

Abilities: Graphic Design /Web Design /Motion Graphics /Photography/ Audio /Multimedia /Print
Software: Adobe Creative Suite 5/ MS Office /After Effects /Premiere /Sound Forge /QuarkXPress
Hardware: Macs /PCs /Cameras (digital and film) /Printers /Microphones /Scanners /Wacom tablet

Experience:

Postal Regulatory Commission: Washington, DC (04/12—Present)

Graphic Designer:
• Design and implement graphics as needed for publications
• Help create Powerpoint presentations and fill-able forms
• Act as Commission photographer for Public Hearings and formal functions
• Perform clerical tasks as needed

INTELLITREX: Waldorf, MD (12/10—01/12)

Graphics Designer:
• Design and upload graphics for various websites and edit verbiage
• Layout and print posters, pamphlets, brochures, letters, and other written documents
• Perform clerical tasks as needed

US BUREAU OF THE CENSUS: La Plata, MD (05/10—08/10)

Census Enumerator:
• Canvassed neighborhoods and acquired pertinent information for the US Census

RECORDED BOOKS: Prince Frederick, MD (08/06—09/09)

Graphic Artist:
• Design and layout CD Box sets. Coordinate with printers; finalize all proofs
• Create four-color biannual catalogs and posters
• Design, create, test, and send E-mail blasts campaigns to specific subscriber lists
• Administered E-mail contact lists

INNOVATIVE TECHNOLOGY APPLICATION, INC.: Springfield, VA (02/98—11/05)

Senior Audio Specialist; Multimedia Artist:
• Record, edit, and publish audio material for web applications or CD/DVD
• Design interfaces, content graphics, animations, CD labels and jewel cases
• Supervise and train audio staff
• Layout and print labels, cases, and manuals

FREELANCE WORK
Created the title and credits for TIVA PEER Award-winning film *Here, There, and Everywhere* (2009)
Designed and created the title and credits for Award-winning film *The Misadventures of Matilda Mench* (2010)
Design large banners for trade show exhibits for Intellitrex

Education:

Bachelor of Fine Arts: University of MD at Baltimore County (UMBC) 1997: Imaging & Digital Arts
Additional Classes: HTML, JavaScript — Prince George's Community College 2001