



Jonathan F. Mayer

Professional Experience

Assistant Manager of Printing & Vending (10/2007 – present)

Division of Information Technology, Radford University, Radford, VA

- Designed flyers, forms, signage, posters, logos, publications for internal & external clients, according to established graphic standards.
- Coordinated multiple simultaneous projects, from concept to completion.
- Hired, mentored graphic design student assistants.
- Performed all prepress duties for offset & digital printing.
- Improved / expanded products & services in both departments.
- Streamlined prepress, copy center, office workflows.
- Conducted workshops on design & production methods.
- Promoted via expansion of role in 8/2010, recognizing ongoing leadership, positive relations, job performance.

Freelance Graphic Designer (11/2006 – present)

- Designed promotional materials, logos, web sites.
- Consulted other professionals in design & web coding standards.

Customer Service Specialist (7/2005 – 10/2007)

University Services, Radford University, Radford, VA

- Exhibited extraordinary flexibility by serving in multiple capacities in four separate departments: Campus Card / Parking / Visitor Center, Conference Services, Printing Services, Post Office.
- Consistently recognized for excellence in service, communication.
- Trained & supervised student workers in multiple departments.
- Tracked jobs, purchase orders, accounts receivable to completion.

Arts Coordinator & Group Leader (5/1999 – 5/2006)

New Life Christian Fellowship, Radford & Blacksburg, VA

- Designed posters, flyers, presentations, forms, programs, web sites.
- Created / modified several key databases with focus on usability.
- Instructed & planned for interactive groups of 5-25 people.
- Purchased, managed, repaired, operated pro-sound equipment.

Assistant Manager (11/2003 – 7/2005)

The Coffee Mill, Inc. (Restaurant), Radford, VA

- Recognized for excellence in reliability, leadership, customer service.
- Promoted to Assistant Manager 5/2005.

Optech (10/2003 – 9/2004)

Sears Optical Dept. (US Vision, Inc.), Christiansburg, VA

- Interacted with diverse client base by selling & repairing eyewear.

Manager's Assistant (8/2000 – 2/2003)

Information & Event Planning Office, Radford University, Radford, VA

- Promoted to Manager's Assistant 5/2001.
- Acted as manager during manager's extended leave.

Skills

In a Nutshell

- Creative, detail-oriented designer.
- Positive, engaged leader.
- Clear, effective communicator.
- Avid learner & teacher.
- Highly adaptable team member.

Software Smarts

- **Design:** Adobe CS5 (Acrobat, Bridge, Dreamweaver, Fireworks, Illustrator, InDesign, Photoshop).
- **Office:** Microsoft Access, Entourage, Excel, Outlook, PowerPoint, Publisher, Word.
- **Web:** XHTML / CSS / JavaScript.
- **Print / Prepress:** EFI Fiery CWS, Fiery Impose, Fiery XF Server. PrintersRIP.
- **Operating Systems:** Mac, Windows. Some Linux / Unix.

Equipment Expertise

- **Printers:** Large-format inkjet, digital production systems (color & mono).
- **Finishing Machinery:** Binding, cutting, laminating, stitching.

Education

Bachelor of Science (12/2002)

Radford University, Radford, VA

- Studio Art: Graphic Design for Print.

Color Seminar (10/2000)

By Leatrice Eiseman,

Founder of the Pantone Institute

- Psychology, history, trends in color.

Internship (5/2000 – 8/2000)

*Great Commission Ministries,
Event in Myrtle Beach, SC*

- Planned semi-weekly events for 200+ college students in a leadership training program.
- Presented music planning workshop.