



Jonathan F. Mayer

Professional Experience

Graphic Production Technician (10/2007 – present)

Printing Services, Radford University, Radford, VA

- Designed flyers, forms, signage, posters, logos, publications.
- Hired, instructed, and supervised graphic design student workers.
- Coordinated multiple simultaneous projects, from concept to completion.
- Monitored adherence to RU's graphic identity standards.
- Produced digital mechanicals, impositions, proofs, separations.
- Expanded and improved product & service offerings.
- Conducted several workshops on design and production methods.
- Frequently hailed by clients for design skills and positive relationships.

Freelance Graphic Designer (11/2006 – present)

- Designed printed materials, logos and web sites.
- Consulted others in design and web programming standards.

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

University Services, Radford University, Radford, VA

- Exhibited extraordinary flexibility, serving in four separate departments: ID Card/Parking/Visitor Center, Conferences, Printing, Post Office.
- Consistently recognized for excellence in service and communication.
- Served a wide variety of internal and external clients.
- Trained and 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 and led interactive groups of 5-25 people.
- Purchased, managed, repaired and operated all audio equipment.

Assistant Manager (11/2003 – 7/2005)

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

- Recognized for reliability, leadership and customer service excellence.
- 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 and repairing eyewear.

Manager's Assistant (8/2000 – 2/2003)

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

- Promoted to Manager's Assistant 5/2001.
- Duties expanded beyond office to departmental level.
- Acted as office manager during manager's extended leave.

Skills

In a Nutshell

- Creative, detail-oriented designer.
- Clear, effective communicator.
- Avid learner and teacher.
- Positive leader.
- Adaptable team member.

Software Smarts

- **Design:** Acrobat, Bridge, Dreamweaver, Illustrator, InDesign, Photoshop. Some Fireworks, Flash, Quark Xpress.
- **Multimedia:** iMovie, Garage Band.
- **Office:** Microsoft Access, Entourage, Excel, Outlook, PowerPoint, Publisher, Word.
- **Languages:** xhtml / css, JavaScript.
- **Operating Systems:** Macintosh & Windows. Some Linux / Unix.

Equipment Expertise

- **Printers:** Epson large format printers. Xerox digital color press. Other high speed printer/copiers.
- **Prepress / Finishing:** Digital Platemaker. Bindery and cutting equipment.

Education

Bachelor of Science (12/2002)

Radford University, Radford, VA

- B.S. in Studio Art.
- Concentration in graphic design.

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,
based in Winter Park, FL*

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