

# CALEB L. KELLY

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## OBJECTIVE

SEEKING FULL-TIME EMPLOYMENT WITH THE OPPORTUNITY TO GROW.

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## QUALIFICATIONS SUMMARY

- STRONG LEADERSHIP AND MANAGEMENT SKILLS; EXCELLENT INTERPERSONAL SKILLS.
- KNOWLEDGEABLE AND SKILLED IN GRAPHIC PROJECT MANAGEMENT, PRINT DESIGN; WEBSITE AND VIDEO PRODUCTION; ADVANCED AUDIO RECORDING EXPERIENCE
- EXPERIENCE IN THE USE OF ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, ADOBE INDESIGN, ADOBE FIREWORKS, ADOBE DREAMWEAVER, ADOBE FLASH, ADOBE ACROBAT, FINAL CUT PRO, REASON, CONSTANT CONTACT AND AVID PROTOOLS.
- FUNDAMENTAL KNOWLEDGE OF DESIGN PROCEDURES, PDF WORKFLOW AND PRE-PRESS OPERATIONS.
- EXPERIENCE WITH HTML, CSS, JAVASCRIPT INTEGRATION, WORD PRESS, DRUPAL, ETC.
- KNOWLEDGEABLE IN PHOTOGRAPHY.
- HIGHLY PROFICIENT IN THE USE OF COMPUTERS, BOTH MACINTOSH AND PC PLATFORMS.
- FUNDAMENTAL KNOWLEDGE OF MICROSOFT OFFICE (WORD, EXCEL, OUTLOOK, & POWERPOINT)
- ABLE TO USE AND QUICKLY LEARN NEW OFFICE SUPPORT TECHNOLOGY SYSTEMS AND SOFTWARE.
- STRONG ORGANIZATIONAL SKILLS AND DETAIL ORIENTED.
- ENJOYS CONTRIBUTING TO A TEAM EFFORT AND CAN WORK INDEPENDENTLY.
- FLEXIBLE AND ADAPTABLE TO NEW AND CHALLENGING SITUATIONS.

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## EDUCATION

- GRADUATED (2001) – CAPITAL CHRISTIAN HIGH SCHOOL; SACRAMENTO, CA
- INTERN (2001/2002) – DEVTECH STUDIOS; BOCA RATON, FL

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## EXPERIENCE

### GRAPHIC, WEB & AUDIO ENGINEER

09/05 – PRESENT ■ LUCID GENIUS DESIGN ■ RANCHO CORDOVA, CA

ENTREPRENEUR OF A GRAPHIC, WEB DESIGN, WEB HOSTING, TECHNICAL CONSULTING AND AUDIO RECORDING FIRM, MARKETING THE DESIGN NEEDS OF DEVELOPING BUSINESSES. DUTIES ALSO INCLUDED DEVELOPMENT OF ANALOG AUDIO EFFECTS, CIRCUIT MODIFICATIONS, REPAIRS AND UPGRADES.

### GRAPHIC & WEB DESIGN

02/05 – PRESENT ■ DNI CONSULTING ■ SAN RAMON, CA

PROVIDING GRAPHIC AND WEB DESIGN SERVICES TO CLIENTS SUPPLIED BY DNI CONSULTING.

### WEB DESIGN & TECHNICAL SUPPORT

10/07 – 07/11 ■ MAILROOM DYNAMICS LLC ■ SACRAMENTO, CA

DUTIES INCLUDED CREATING AND MAINTAINING COMPANY WEBSITE, HOSTING AND MANAGING EMPLOYEE EMAIL ACCOUNTS, CREATING AN ONLINE PRODUCT DATABASE, DEVELOPING, MARKETING AND MANAGING ONLINE SALES, ETC. ADDITIONAL DUTIES INCLUDE MECHANICAL AND ELECTRONIC ASSEMBLY REPAIR, SOLDERING, PCB REPAIR, SCHEMATIC READING AND INTERPRETATION, DATABASE AND BAR CODE READER SETUP, COMPUTER REPAIR, NETWORKING, ETC.

### SERVICE TECHNICIAN & TECHNICAL SUPPORT

04/06 – 06/07 ■ RIPIT IMAGING SYSTEMS, INC. ■ CITRUS HEIGHTS, CA

DUTIES INCLUDED PROVIDING TECHNICAL GRAPHICS APPLICATION SUPPORT, DESIGNING AND DEVELOPING NEW COMPANY DATABASE, TROUBLESHOOTING, REPAIRING, ASSEMBLING PRE-PRESS MACHINES; BUILDING AND REPAIRING CUSTOMER COMPUTERS, UPDATING BIOS/FIRMWARE ON SYSTEM BOARDS, CUSTOM SOFTWARE INSTALLATIONS, PHONE TECHNICAL SUPPORT, TRAINING TECHNICIANS AND ASSISTING WITH PERSPECTIVE EMPLOYEE INTERVIEWS.

### CREATIVE MEDIA DIRECTOR

04/05 – 02/06 ■ CITY MINISTRIES INTERNATIONAL, FRONTLINE OMNIMEDIA ■ DUBLIN, CA

DUTIES AS THE MEDIA DIRECTOR INCLUDED MANAGING DESIGNERS AND DESIGN PROJECTS SUCH AS; GRAPHIC DESIGN, PRINT DESIGN, PRE-PRESS SETUP, WEBSITE PRODUCTION, VIDEO PRODUCTION, DVD PRINTING, PHOTOGRAPHY AND AUDIO RECORDING. RESPONSIBLE FOR GATHERING QUOTES, ANALYZING BIDS AND MANAGING VENDOR ACCOUNTS. ADDITIONAL DUTIES INCLUDED FACILITY NETWORK INSTALLATION, SOME BASIC COMPUTER REPAIR AND ROUTINE TECHNICAL CONSULTING.

### INVENTORY CONTROL SPECIALIST

01/04 – 04/05 ■ APPLE INC. ■ SAN FRANCISCO, CA

RESPONSIBILITIES INCLUDED THE TIMELY AND ACCURATE RECEIPT OF INVENTORY, TRACKING AND MAINTAINING STORE MERCHANDISE AND REFRESHING RETURNED ELECTRONIC EQUIPMENT.

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