



## Russell Currington Resumé

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### PROFILE

Intelligent and creative individual with over 10 years of experience in Graphic Design. Resourceful, fast learner with excellent trouble-shooting skills. Team player with proven leadership ability and drive.

### EDUCATION

#### **Certificate in Digital Arts & Design**

July, 2011

University of California | Riverside, California

#### **Bachelor of Arts – Fine Arts**

September 1995 – May 1999

University of Southern California, School of Fine Arts | Los Angeles, California

Deans list 4 years

While attending, received Yvonne Kramer arts Scholarship, 1998 – 1999

Participated in the Spirit of Troy Marching Band

#### **California State Summer School for the Arts – Animation**

July – August, 1994

Fresno, California

### COMPUTER PROGRAMS

**Digital Design & Imaging:** Autodesk Civil 3D 2008, Adobe CS 5.5 (InDesign, Illustrator, Photoshop, Dreamweaver, Flash, GoLive, and Acrobat), Adobe Premier, Macromedia Extreme 3D.

**Office Productivity:** Microsoft Office Professional, including Access and VBA programming; Adobe InDesign, Quickbooks Pro.

### SKILLS

**Graphic Design:** Digital image manipulation and editing, large format printing, digital color separations, 3D modeling, web page design, flash animation, cell animation, photography.

**Sculpture and Mold Making:** Multipart plaster and fiberglass molds, latex glove molds, silicone molds. Plastic thermo-forming. Foam carving. Extensive work with plasticine clay modeling and armature fabrication. Advanced carpentry skills.

### WORK EXPERIENCE

#### **Freelance Graphic Designer**

May 1999 - present

Web site design including overall graphic design, hosting setup, blog setup, e-commerce setup, YouTube and Facebook integration, and search engine optimization (SEO). Maintain established websites with monthly content updates and general customer support.

Create client marketing materials including logo design and branding, business cards, letterhead, brochures, product packaging, posters and catalogs.

## **Graphic Designer/IT & CAD Manager**

August 2002 – December 2009 – Ongoing Contract Piecework to Present  
Engineering Solutions | Riverside, CA

Primary duties include Graphic Design of presentation artwork, AutoCAD drafting, Website, Database and Network administration.

- ▶ Created company stationery, marketing brochures, qualifications packages, website and company signage to establish and enforce company branding and corporate image.
- ▶ Created graphic exhibits for client presentations, cost estimates, and planning documents.
- ▶ Provided drafting for master-planned residential communities, commercial and industrial site plan layouts, and site grading designs.
- ▶ Created a time tracking and work order based project management database front end and back end. Database provided for all time sheet, overtime and vacation accrual calculations. Included detailed reporting for monthly billing, proposal win/loss ratios, time utilization, and accrued PTO liabilities.
- ▶ Provided in-house software training for all new releases of Autodesk software. Developed a curriculum of bi-weekly training sessions for established employees and new-hires, to both assess and improve current skills, and to keep all staff in step with current technologies.
- ▶ Established and implemented in-house standards and file templates for AutoCAD drawings and business documents to ensure consistency, and to aid in quality control.
- ▶ Built and maintained computer workstations and networking infrastructure. Provided in-house technical support and performed all software installation and maintenance. Responsible for all technology research, decision making and purchasing.

## **Studio Assistant**

May 1999 – February 2001

Studio assistant for Los Angeles based artists Jud Fine and Barbara McCarren

- ▶ Sculpted a series of 21 life-like frog replicas to be cast in bronze. Pieces were contracted as part of a project titled Split Mound, a permanent installation at the San Francisco Zoo, San Francisco, California.
- ▶ Sculpted plasticine originals to be cast in bronze for Foretokens, a series of 9 bas-relief plaques depicting folkloric good-luck charms. Final bronze casts were installed as hole markers for the Rancho del Pueblo Municipal Golf Course in San Jose, California.
- ▶ Installed Deluge, a full room installation in McCarren's private studio, which was featured in an article about McCarren in the Palisadian Post. The installation consisted of plastic straws suspended vertically on monofilament line and a 360 degree mural surrounding the installation to simulate a stormy sky.
- ▶ Fabricated a 1:24 scale polymer clay model of a proposed Camel Column for Windward Plaza on Venice Beach, California.

## **Data Entry Clerk II**

July 1998 – February 2001

Catholic Charities of Los Angeles | Los Angeles, CA

Performed various duties in both the accounting and human resource departments

- ▶ Created a vacation accrual database to reconcile the employee vacation accruals with the ADP payroll system balances. This custom database greatly facilitated the semi-monthly update of records, and allowed for the easy retrieval of data through specialized queries and reports.
- ▶ Created databases to automate the monthly process of exporting general ledger data into spreadsheets. The databases performed necessary calculations, and prepared data for import back into the general ledger as a journal entry.
- ▶ Assisted the staff with computer questions related to Windows 95 and Microsoft Office 97 software, as well as the Platinum and FRx accounting software.
- ▶ Created custom reports for human resources to reconcile HR database information with monthly health plan billings.
- ▶ Acted as an interim benefits coordinator. Handled new employee enrollments and reconciled health plan billing statements. Also handled COBRA billing and employee leaves of absence.