

# ANDREW SMITH

## MAILINGS

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## WEB

<http://aboutsmith.com> &  
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## REFERENCES

Judy Conaway

Checon Corporation  
Phone: 1-508-809-5100

Thomas Sadler

Sadler Brothers

Phone: 1-508-761-8352

More references available upon  
request.

## Summary of Qualifications

- ⊙ Dedicated worker as evidenced by work experience and school record.
- ⊙ Excellent understanding of importance of the customer and his or her needs.
- ⊙ Experience in print and web design, including advertisements, brochures, catalogs, multimedia projects, websites, and television and radio commercials.
- ⊙ Effective team player that provides contributing knowledge, ideas, and support to a group.
- ⊙ Responsible and reliable in individual assignments.
- ⊙ Highly proficient in both Mac and PC operating systems.
- ⊙ Digital Skills: Mac OS Tiger & Leopard (including server editions) Windows XP/Vista, Adobe CS, CS2, & CS3 Premium, Quark 6.5 & Quark 7, Final Cut Studio 2, Microsoft Office 2000-2008 (Mac & PC), iWork '06-'08, iLife '06-'08, Apple Remote Desktop, Google Apps., SEO, CSS, JavaScript, PHP, ASP, HTML, XML, XHTML, Dreamweaver, Flash, ScreenFlow, and many other Mac and PC peripherals.
- ⊙ Other Computer Skills: Network wiring and configuration, Computer troubleshooting (including servers), Hardware and software installation.

## Professional Experience

MULTIMEDIA DIRECTOR, HURLEY CHANDLER & CHAFFER, PROVIDENCE, RI - 2005-PRESENT

- ⊙ Designed and developed websites for multiple clients.
- ⊙ Produced & directed television and radio commercials including looped promotional ads for in-store plasma screens.
- ⊙ Worked directly with creative directors, account managers, & clients to pitch ideas & concepts.
- ⊙ Delivered high quality animation & interactive design to clients under strict deadlines.
- ⊙ Coordinated production schedules and deliverables with clients, studios, hired-talent, broadcast companies, freelancers, etc.
- ⊙ Designed and presented presentations to potential new business clients.

FREELANCE DESIGNER, MASSACHUSETTS - 2005-PRESENT

- ⊙ Designed & developed websites for medium to small sized corporations including non-profit organizations.

IT/WEB MANAGER, FOXBORO ELECTRIC SUPPLY, N. ATTLEBORO, MA - 1999-PRESENT

- ⊙ Created and managed an Information Technology department, which included constructing a corporate network.
- ⊙ Designed a secure, interactive e-commerce website and an online marketing program, including e-mail marketing and print catalogs.
- ⊙ Designed multimedia sales promotions for in-store plasma screens.
- ⊙ Handled all customer service issues and internal technical issues.

INTERNSHIP, WORLD COURIER GROUND, PROVIDENCE, RI - JUNE, 2002-AUGUST, 2002

- ⊙ Summer internship following the completion of my first-year of college.
- ⊙ Designed new website and assisted with technical issues throughout the corporation.
- ⊙ Designed marketing materials and sales presentations for the National Logistics department.

## Education

FULL SAIL UNIVERSITY - MASTERS ENTERTAINMENT BUSINESS, 2009

- ⊙ Major: Masters in Entertainment Business.
- ⊙ Volunteer & member of the Ad Club of Boston, 2008

SAINT JOSEPH'S COLLEGE OF MAINE - BS BUSINESS ADMINISTRATION, 2005

- ⊙ Major: Marketing.
- ⊙ Completed Honors Program 1 full year in advance.
- ⊙ Completed senior-level courses during first year.
- ⊙ Employment history simultaneous with school.
- ⊙ Student Government Board 2001-2004, Student Orientation Advisor 2002-2003, Student Government Business Manager 2004 (managed \$150,000 budget), Business Club 2003-2004, Campus Ministry 2002-2003, Volunteer in Haiti 2004.