



JEFF BAKER – 397 ST PAUL ST#11 BURLINGTON, VT 05401 – JBAKERINVT@YAHOO.COM – 802.999.8071

Objective

Highly creative and multi talented hard worker with extensive experience in multimedia, marketing, sales, administration, payroll, and web development, graphic, and print design. Exceptional collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Highly skilled in client and vendor relations and negotiations; talented at building and maintaining “win-win” partnerships. Passionate and inventive creator of innovative web and graphic designs; accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements.

Software Proficiency

PhotoShop	MS Excel	Dreamweaver
Illustrator	MS Access	Homesite
InDesign	MS Publisher	Flash
MS Word	MS Front Page	& much more.

Technology Prowess

HTML	Javascript	Java
XHTML	PHP	C++
CSS	ASP	& many more.

Degrees & Colleges Attended

Northern Nash High School	<i>College Preparatory Courses</i>	<i>Red Oak, NC</i>	<i>Graduated 1994 (HS Diploma)</i>
Palomar Jr. College	<i>Computer science</i>	<i>San Marcos, CA</i>	<i>Transferred to UVM after 1 year ('99 – '00)</i>
University of Vermont	<i>Computer science</i>	<i>Burlington, VT</i>	<i>Transferred to Champlain after 1 semester</i>
Champlain College	<i>CIS, Web/Graphic Development</i>	<i>Burlington, VT</i>	<i>Associates & Bachelors in Science ('03)</i>

Web & Graphic Design (www.jproductions.us/portfolio)

08/01 – present

Successfully manage and coordinate graphic design projects from concept to completion. Collaborate with clients to create vision, conceive designs, and consistently meet deadline and requirements. Effectively build, motivate, and direct design and production teams. Coordinate freelance designers, consultants, and vendors to meet all project requirements. Create and conduct highly persuasive sales and marketing presentations. Expertly achieve all clients' objectives. Manage all operational, financial, staffing, and administrative functions.

Developed or done work for: City of Burlington (VT), NFL Europe, Nike, Arena Football League, Dodge.com, Jeep.com, Fletcher Free Library, Phoenix Public Library, Filsinger Games, Internet Consulting Services, Infinity Sports, Sleepless media, Tech Express, Propeller media works, IBM, Starbucks, Mach18, and many more.

Prior Work History (*working consecutively while doing web/graphic design)

*Vermont Teddy Bear Company - Charlotte, VT	seasonal call center (few weeks near Valentine's Day)	02/06 – 02/09
*City Of Burlington – Burlington, VT	admin P/T and created interactive searchable website.	06/01 – 04/08
IBM – Essex Junction, VT	admin and created intranet for main site in Essex Jct.	10/00 – 06/01
Red Lobster – Rocky Mount, NC	part-time Bartender while working at Nortel Networks.	04/98 – 08/98
Nortel Networks – Research Triangle Park, NC	admin asst and data entry.	06/98 – 08/00
US Army Reserves – various CA, NC, & VT	honorable Discharge from Army reserves.	06/98 – 08/01
United States Marine Corps – Camp Pendleton, CA	honorable Discharge from active duty as a sergeant.	06/94 – 06/98