International Robot

Josh Mattison
Lead Designer

720.280.0217

Summary

Highly motivated and versatile leader with extensive design, management, and customer service skills. Consistently friendly and personable in all situations. Proficient in design software, printing systems, and word processing programs. Extensive experience in both PC and MAC environments including network management and computer assembly.

Work Experience

- **Freelance Graphic and Web Designer, 12/07 - Present**
  See www.internationalrobot.net for a in-depth look at my portfolio.
  Graphic and web design for Mile High Pedicabs.
- **Boys and Girls Clubs of Metro Denver, Technology Program Director 8/05 - 12/07**
  Edited a video project which earned the club a 1.5 million dollar grant.
  Worked closely with area schools, parents and other related organizations.
  Taught computer programs including but not limited to;
  video production and editing, photography, image manipulation and printing,
  basic web design, Flash HTML, CSS and DreamWeaver, Microsoft Office Suite,
  sound design and music mixing, digital illustration.
  Worked with volunteers to maximize their role in the club.
  Maintained systems and equipment.
- **Twist and Shout Records, Assistant Manager 9/04 - 8/05**
  Managed procurement of used inventory.
  Assisted customers in locating out of print and rare titles.
  Supervised other employees in daily operations.
- **Kinkos Cherry Creek, Project Manager 5/98 - 9/01**
  Supervised projects from conception to completion.
  Trained in various printing systems, from large volume printers to
  large format printers, copiers, and sign making.
  Assisted customers with graphic design projects, logo design,
  photo scanning and restoration.
  Assisted customers with word processing and design programs.

Skills

Adobe CS3, Quark, Microsoft Office Suite, Final Cut Pro, HTML, CSS, Audacity, Sony Acid Pro, Computer Building, Raiser's Edge, Grant Writing, Pinnacle Pro, Database Entry and Maintenance.

Volunteer

- **Denver Museum of Contemporary Art 6/08 - Present**
  Visitor services, special events, installation and take-down.

Education

- **Metropolitan State College of Denver**
  Bachelors degree - major: biology
- **Colorado Free University**
  Completed HTML course
- **Rocky Mountain College of Art and Design**
  Graphic Design Certificate

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