Michael D. Cox

135 Radcliffe Road, Belmont, MA 02478

(617) 932-9067 | mcox@mcoxphoto.com | [www.michaeldesmondcox.com](http://www.michaeldesmondcox.com)

TECHNICAL SKILLS

|  |  |
| --- | --- |
| Design  Adobe InDesign, Adobe Photoshop,  Adobe Illustrator  Prepress  Solid knowledge of four color and  spot printing processes | Interactive:  Adobe Acrobat, Prezi, Dreamweaver  Word Processing  Microsoft PowerPoint, Word, Excel  Other  Photographic retouching and compositing |

FREELANCE EXPERIENCE

MICHAEL DESMOND COX DESIGN, Belmont, MA 2011-Current

Design, Production, Photography (www.michaeldesmondcox.com)

* Highlight Clients:
  + KHJ Brand Activation; Cramer; TVD Associates
* Print and web design for multiple clients
* Banner Ads, Sliders, Program Books, Ads, Logo Design, Event Signage, Sell Sheets, White Papers
* Product Photography in conjuction with graphic design
* Portrait and Event photography (www.mcoxphoto.com)

GRAPHIC DESIGN/PRODUCTION EXPERIENCE

CRAMER PRODUCTIONS, Norwood, MA 2007-2011

Senior Production Artist

* Optimized print and web material files for best use of their respective media
* Consulted with outside print vendors to trouble shoot design
* Maximized on-press efficiency and budget limitations
* Designed and laid out internal/external marketing pieces in a fast and efficient manner
* Created and modified interactive pieces
* Adobe Creative Suite knowledge resource for print media department
* Mac users company wide resource troubleshooter

Natixis (Freelance), Boston, MA 2007

Graphic Designer/Production Artist

* Worked with the marketing and creative departments to rebrand their U.S. financial materials after a merger

Reebok (Freelance), Boston, MA 2007

Graphic Designer/Production Artist

* Laid out and designed product catalogs

STRAYER UNIVERSITY, Arlington, VA 2003-2007

Senior Production Artist

* Managed and produced modular University Catalog and Viewbook for 47 campuses in 11 different states
* Collaborated with marketing staff to produce timely and comprehensive quarterly materials
* Utilized my understanding of marketing strategy, as well as copy/design integration,   
  to organize information effectively and consistently
* Produced materials with significantly more impact on viewer resulting in more leads generated   
  for the university
* Maintained records of action and routed projects through the multi step approval process efficiently
* Consulted with outside print vendors to trouble shoot design to maximize on-press efficiency
* Prepared files for press for all print materials
* Researched and implemented internal Mac hardware, software and training needs   
  for marketing department
* Implemented and maintained OS X Server for Marketing Department
* Setup and maintained five Mac computers and various peripherals which reduced downtime   
  and increased efficiency

EDUCATION

BOSTON UNIVERSITY, CENTER FOR DIGITAL IMAGING ARTS, Boston, MA

Certification in Photography

THE AMERICAN UNIVERSITY, Washington, DC

Bachelor of Arts, International Relations

UNIVERSITY OF KOBENHAVN, Copenhagen, Denmark

Semester Abroad, Marine Environmental Studies