

Michael Penta

www.mikepentaproductions.com

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EXPERIENCE

Academy of Art University (San Francisco, CA)

Instructional Designer

Apr 2009–Present

- Work on a production team for the Cyber Campus Department, designing/producing the online classes for students (utilizing various graphic/web design skills)

IGN Entertainment (remote-from home)

Freelance Designer

Nov 2008–Dec 2008

- Worked with sales teams to design new PowerPoint templates & misc. graphics support

Yahoo! (Sunnyvale, CA)

Graphic Designer

Jun 2007–Jul 2008

- Supported the Yahoo! HotJobs Marketing Dept with print, web, & interactive design needs
- Designed/produced print collateral including newspaper ads, postcards, tradeshow media, etc.
- Designed/produced web banners, e-newsletters, email/landing pages, promo micro sites, etc.

Visa (remote-from home)

Presentation Specialist

May 2007–Jul 2007

- Cleaned-up & formatted PowerPoint presentations and managed Visa brand-image utilization

The Monitor Group (Cambridge, MA)

Design / Production Specialist

Jun 2004–Feb 2007

- Back-up supervisor, managing the global Design workflow at Cambridge headquarters
- High-volume, fast-paced, professional desktop publishing support for In-house consultants
- Expert-level PowerPoint utilization, with intense focus on accuracy and consistency
- Graphic design, production, audio / video editing, CD / DVD burning, printing, binding, scanning

IBM (Waltham, MA)

Text / Graphics Support

Nov 1999–Apr 2004

- Designed, edited & printed (presentations, logos, flyers, posters, brochures)
- Provided troubleshooting support for desktop publishing software & printing-related issues
- Scanned, converted files, color-printing (including large-format printers), etc.

SKILLS

Super-strengths: Illustrator, Photoshop, Flash (design/animation), PowerPoint

Also proficient in: InDesign, Fireworks, Dreamweaver, ActionScript, HTML, CSS, JavaScript, After Effects, Premiere Pro, Sonar, Audition, Sound Forge, 3ds Max, Acrobat Pro, Word, Excel

Misc: Musician (keyboards) / digital audio composer / producer / editor
7 years of Suzuki Piano training and camps in Ithaca, NY & Ontario, Canada

EDUCATION

Clark University Computer Career Institute

Cambridge, MA

2004–2006

GPA: 3.8

Master Certificate in Visual Communications:

- Graphic Design
- Web Design
- Video Animation
- 3-D Design

Northeastern University

Boston, MA

1996–1999

GPA: 3.4

Bachelor of Science in Music Industry

Golden Key National Honor Society

University of Rhode Island

Kingston, RI

1994–1996

2 years in Business Administration