



601 Meadowcrest Ln.  
Douglassville, PA 19518  
home: **610-689-5306**  
cell: **610-764-0197**  
email: [dkgrab@juno.com](mailto:dkgrab@juno.com)

Enclosed is a copy of my resume in application for a position within your organization. The resume will furnish you with information concerning my background and capabilities.

I am a highly organized and motivated individual who would look forward to devoting time, energy, and creativity in a progressive atmosphere.

As a graduate of the Art Institute of Philadelphia, I have extensive experience in graphic design, page layout and production, corporate communications, as well as workflow management and client relations.

Thank you for your review and consideration, and I look forward to meeting with you in the future.

Sincerely,

**Dennis Grabowski**





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**Objective:** To secure a graphic designer position in a creative atmosphere with the potential for professional growth.

- Skills:**
- Knowledge of Photoshop, Illustrator, Quark Xpress, InDesign, Dreamweaver, Flash, and PowerPoint for both Macintosh and PC platforms.
  - Print production, design and layout
  - Advertising design
  - Website design and implementation
  - Technical illustrations, maps

- Achievements:**
- Promoted to Senior Graphic Designer based on skills and performance.
  - Received an "Outstanding Contributor" award at CB Technologies, Inc.
  - Designed the official seal to represent East Coventry Township, Pa.

**Feb. 02 to present - Freelance Graphic Designer**

Work with various companies, colleges, and agencies on-site and off-site. Projects range from newsletters to website designs.

- Companies:**
- **Aquent Studios**, Wilmington, De.
  - **The Reading Eagle**, Reading, Pa.
  - **Delaware County Community College**, Media, Pa.
  - **Schneider Advertising & Design**, Reading, Pa.
  - **Environmental Resources Management, Inc.**, Exton, Pa.
  - **Bentley Systems, Inc.**, Exton, Pa.

- Projects:**
- Responsible for the design and production of 2 quarterly publications.
  - Design ad campaigns and promotional items.
  - Design and implement websites.
  - Create Flash banners for websites.
  - Create signage and brochures for agency clients.
  - Logo and business card design.
  - Travel to meet with clients for photo shoots and offer marketing solutions.

**Feb. 99 to Feb. 02 - CB Technologies, Inc. Exton, PA**

- Requirements:** Handle graphic design needs for entire company (**Senior Graphic Designer**)
- Responsible for the design of the company websites.
  - Design ad campaigns, trade show graphics, and promotional items.
  - Monitor workflow within the graphics department.
  - Designed product packaging and software interface.
  - Worked as a team with designers in the marketing department.





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- May 97 to Feb. 99 - Cahners Business Information Radnor, PA**  
**Requirements:** Produce magazine pages for business publications
- Designed and laid out articles
  - Created in-house ads
  - Made files ready for print production
  - Technical illustrations for magazine articles.
- Sept. 94 to Dec. 96 - A.D. Marble & Company, Inc. Rosemont, PA**  
**Requirements:** Organize and maintain graphics department
- Design report covers.
  - Create color slide presentations.
  - Create technical drawings.
- Sept. 89 to June 94 - Environmental Resources Management, Inc. Exton, PA**  
**Requirements:** Design high-quality graphics for environmental reports
- Used creative abilities to represent scientific concepts
  - Create technical illustrations
  - Design report covers.
- Achievements:**
- Received six separate mentions of merit in company newsletter.
  - Illustrations used in a video for the Exxon Co.
- Feb. 88 to Sept. 89 - The Denney Reyburn Company, West Chester, PA**  
**Requirements:** Design tags, labels, ads, and brochures in marketing department
- Produce clean camera-ready art.
  - Created simple line drawings of company packaging.
- Jan. 87 to Feb. 88 - Valley Forge Manufacturing Corp., Malvern, PA**  
**Requirements:** Create fast and accurate wiring diagrams for electrical manuals
- Produced clean, camera-ready art.
  - Create technical illustrations of auto parts.
  - Precise cutting of overlays for mechanical art.
- Education:** **Art Institute of Philadelphia**, Philadelphia, PA  
Associates Degree in Specialized Technology for Visual Communications, Jan. 86

I thank you for taking the time to review my resume and look forward to meeting with you in the future.

Sincerely,

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*Professional References:*

Alice Bjorklund  
Aquent Studios  
**610-247-2839**

Bill Schneider  
Schneider Advertising & Design  
**610-780-9709**

Marianne Rhodes  
Delaware County Community College  
**610-359-5276**

Ed Kupetz  
EJKS Enterprises  
**610-246-2304**

Eleanor Knopfle  
Environmental Resources Management  
**610-524-3500**

Bob Cerone  
True North Music Productions  
**610-359-1659**

Thank you for your review and consideration . . . .  
Sincerely,

Dennis Grabowski

