

## **SUMMARY OF EXPERIENCE**

- Creative and motivated graphic designer & illustrator with experience in private, public and non-profit sectors
- Creation of original designs, adapting existing artwork, logo and brand development, development of manuals and templates
- Secret clearance standing
- 2008 graduate - Algonquin College, 2 yr. Interactive Multimedia Developer; skill set upgrade
- Over 2 years website content, development and maintenance
- Skilled in print, publishing and multimedia development software on both PC & Mac platforms
- Worked with clients on digital design and press proofs to meet specifications, establish style, graphic elements, content, and best choice of medium
- Resourceful and adaptable with excellent personal communication and organizational skills
- Supervised, co-ordinated and scheduled activities of graphic designers, graphic arts technicians, students, web developers and pre-press production staff
  - Project management and liaise with domestic and international clients and technical representatives
  - Proven expertise working independently, in a team or directing workflow, scheduling and project management of teams for small and large projects
  - Resolved problems, and made recommendations to improve productivity and quality
  - Trained staff in duties, provided technical advice and implemented safety procedures
  - Writing of and adherence to ISO 9001 procedures
  - Project cost estimation of time and materials
- Over 20 years in the printing industry in various pre-press, production and design
  - Lithography, letterpress, hot-foil stamping, flexography, intaglio, silkscreen, digital print including large format film from digital preparation & separation work

## **SOFTWARE SKILLS**

- Adobe CS4 Design and Web software: Photoshop, Illustrator, Acrobat, Dreamweaver (HTML, CSS, XML), InDesign, Director, Flash, Video (Premiere & After Effects), Adobe Sound Booth
- Digital photography & enhancement
- WordPress, CMS (client proprietary), Drupal6 CMS, CommonSpot CMS
- Experience in Maya, 3Ds Max, Microsoft Office, Visio, AutoCAD, QuarkXPress, CorelDraw, Fortuna, Digimarc

## **RECOGNITIONS**

- 2009 Silver Pinnacle Award for Best Promotional Brochure - I-F-E-A.
- Student video chosen for the Algonquin College 40<sup>th</sup> Anniversary Gala Dinner
- Twice guest teacher on Illustrator techniques & tips for Algonquin College Interactive Multimedia Developer course
- Design team member & Illustrator for Canadian New Note Series (Canadian Bank Note & BA International Inc. partnership 2002-2005)
- Secure marking methodologies & techniques now used by Digimarc for improved performance.

## PROFESSIONAL WORK EXPERIENCE

### **CATSA (Canadian Air Transport Security Authority)**

#### **Intranet Content Publisher**

March to May 2011 - 3 month contract - web & graphics preparation

#### **Project Description:**

CATSA is using the SharePoint browser software as the content management system (CMS) for a new Intranet to be introduced to airport security across Canada; to alert and increase awareness of hazards and procedures for personnel, using on-site information kiosks.

#### **Tasks performed:**

- Creation of several hundred Intranet pages for news and notices in English and French,
  - coded HTML page content in Dreamweaver from Word and PDF documents,
  - uploaded with the SharePoint CMS,
  - added CSS styling to adjust content to format
- Using CATSA Intranet protocols
- Extraction, edits and cleanup of photos and diagrams from PDFs and Word documents

**Environment:** SharePoint, HTML, CSS, Photoshop (CS5), Acrobat Pro9, Dreamweaver (CS5), Explorer, Word

### **CMHC (Canadian Mortgage and Housing Corporation)**

#### **Web Content Publisher**

Sept 27 to Dec 31, 2010 - 3 month contract - web & graphics preparation

#### **Project Description:**

The CMHC site (<http://cmhc-schl.ca/en/>) uses the CommonSpot browser software ([www.paperthin.com](http://www.paperthin.com)) and content management system (CMS); text was populated using the GUI plug-in; images, links and navigation were directed from the CMS. Images and PDFs were uploaded by File Transfer Protocol (FTP).

#### **Tasks performed:**

- Creation of pages for speeches and news releases and links in English and French,
  - coded HTML page content in Dreamweaver from Word and PDF documents,
  - uploaded with the CommonSpot CMS
  - maintenance and edits of website content
- Using CMHC-SCHL web protocols
- Preparation of bi-weekly e-newsletter in HTML from template
- Edits and updates to existing pages
- Assist webmaster with Lenders Handbook content
  - one colour vector illustrations using Illustrator; exported to .gif format
  - creation of sub-site pages and cross-links between English and French pages
- Graphic banners for news releases using PhotoShop, Illustrator

**Environment:** CommonSpot, HTML, CSS, Photoshop & Illustrator (CS4), Acrobat Pro for PDF, Dreamweaver (CS4), Filezilla, Explorer, Firefox, Word

## **CISCO OTTAWA BLUESFEST - festival date July 6-18, 2010**

### **Web Content Publisher**

Mar to Sept 2010 - web & graphics; preparation and wrap-up

#### **Project Description:**

The Bluesfest site ([www.ottawabluesfest.ca](http://www.ottawabluesfest.ca)) was recreated this year using Drupal6 based software under the direction of Favquest for Bluesfest. Using the Drupal content management system (CMS), text was populated using the GUI plug-in; images, links and navigation were directed from the CMS. Images and PDFs were uploaded by File Transfer Protocol (FTP) using Filezilla Client.

#### **Tasks performed:**

- Creation and maintenance of website content such as static and animated buttons, illustrations and photographs; using Adobe Live, Dreamweaver, Photoshop CS2 and CS4
- Assist Graphic Designer with designs, signage, workflow using Illustrator, Acrobat Pro, MS Office (Word, Excel, PowerPoint)
- Conversion of documents from Word and Excel to PDF or HTML plus Cascading Style Sheets (CSS)
- Testing functionality of website on browsers; Internet Explorer 6, 7, & 8, Firefox, Google Chrome, Safari, Opera, and creating bug reports
- Reviewing hyperlinks to ensure validity
- Review web content to assure quality, timing according to schedule, accurate positioning of HTML elements
- Reformatting of photographs using Photoshop, uploading and creating photo set groups in Flickr, and re-embedding code to Bluesfest site for slideshow from Flickr
- Uploading videos to YouTube for viewing on Bluesfest site
- Setup of online volunteer survey using Survey Monkey online services, retrieval of finished information in Excel format
- Ensuring site continues to perform up to and during the festival according to the Director's Management team guidelines and retains best web practices
- Creation of 3D model and video for client to show advertising space and best usage of area for festival clients, crowd control and work flow
- On site photography of signage inventory and cataloguing
- Creation of festival site map (updated from 2009) for print and signage

**Environment:** Photoshop & Illustrator (CS2-4), Drupal6 CMS, HTML, CSS, Acrobat Pro for PDF, 3D Max, Premiere, Adobe Live (CS2), Dreamweaver (CS3), Filezilla, Explorer, Firefox, Word, Adobe Designer, SurveyMonkey

## **CISCO OTTAWA BLUESFEST - festival date July 8-19, 2009**

### **Graphic Designer & Coordinator**

Apr to Oct 2009 - graphic design and web graphics; preparation and wrap-up

#### **Project Description:**

Original design & illustration for logos, booklets, brochures, invitations, t-shirts, passes, tickets, maps, signage, newsletters, advertising materials and web graphics using Illustrator, Photoshop, InDesign, Acrobat, PowerPoint

#### **Tasks Performed:**

- Co-ordinating print and layout work with sponsors and suppliers, printers, marketing according to schedule for performances up to and during the festival
- Photography and illustrations for on site festival volunteer activities
- Creation of 2 colour brochure using InDesign for print

- Creation of artwork for advertising and schedule tables for performance handouts using Illustrator, Photoshop, InDesign for print
- Creation of signage for booths, traffic control, stage performances using Illustrator
- Layout and development of templates for on-going and on-demand work
- PowerPoint graphics and assembly for sponsorship reports; conversion to PDF and assembly into individual sponsor CD packages for festival wrap-up
- Web assistant (Dreamweaver, Adobe Live, proprietary CMS)

**Environment:** Photoshop & Illustrator (CS2-3), Acrobat Pro for PDF, MS Office, Adobe Live (CS2), Dreamweaver CS3, Filezilla, Explorer, Firefox

### **FREELANCE DESIGNER & ILLUSTRATOR - 2005 to present**

TRYSKELE, Environment Health & Safety, Ottawa Ont

- Custom domestic and international presentations, designs and visual training aids for industry, and National Defence (DND) including custom PowerPoint backgrounds, animations and cartoons, poster and label designs, business and concept drawings
- Technical layouts –site, property, roof, facility operation flow and equipment

i14000.com Inc, Environmental

- Technical illustrations and graphs for the Canadian Refrigeration Code of Practice

AMD ALLIANCE INTERNATIONAL (Age-related Macular Degeneration) Toronto Ont

- Brochure, booklet (Illustrator, Photoshop, InDesign)

ABC (Aligning and Building Curriculum) RESOURCES PROJECT, Ottawa Ont

- Website ( [abcresource.loyalistcollege.ca](http://abcresource.loyalistcollege.ca) ) for Eastern Ontario College resources for the creation of learning programs (HTML, Photoshop, Illustrator)

ALFA DINER, Ottawa Ont - website (using WordPress, HTML, CSS) - [www.alfadiner.ca](http://www.alfadiner.ca)

HCC SECURITY GRAPHICS, Ottawa Ont - [hcc-graphics.com](http://hcc-graphics.com)

- Web site, logo design and illustration (using Dreamweaver, Illustrator, Photoshop)

3VISTA, Gatineau Que - March - April 2008 - <http://www.donwardell.ca/threed.php>

- 3D construction children's hospital for Rotary Club video, blueprint conversion (using 3D Max, AfterEffects, Illustrator, AutoCAD)

### **Graphic Designer & Prepress Technician**

BA INTERNATIONAL INC., Ottawa Ont - (1989-2005)

- Project management, concept and design of unique artwork for the security printing field
- Design & Illustration (hand and digitally drawn vignettes), sketches, presentations, proofing, retouching, colour separations (Fortuna, Illustrator, Photoshop, AutoCAD)
- Pre-press layout and production (BARCO 'Fortuna' - large format film - digital assembly)

### **Design and Illustration - Concepts to production, Toronto Area (1978-89)**

IMAGE LABELS LTD., Orangeville, Ont

ENVIRONMENTAL GRAPHICS INC., Orangeville, Ont

MIL-MAC COMMUNICATIONS INC., Toronto, Ont

EARLY CANADIAN LIFE MAGAZINE, Milton, Ont

### **EDUCATION**

ALGONQUIN COLLEGE - Interactive Multimedia Developer - 2 year diploma - Honours (2008)

BA INTERNATIONAL - Designer - 4 year apprenticeship (1989-1994)

SHERIDAN COLLEGE - Illustration Program - 2 years of 3 completed, (1976-78)

Art Fundamentals Program -1 year diploma (1975)

**REFERENCES** - Upon Request and <http://ca.linkedin.com/in/donwardell>