

# Wm. Eric Downton

1455 Mohrlake Drive, Brandon, FL 33511  
941.321.5018 - neurozombie@gmail.com

## Skills

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Photoshop  
Illustrator  
Acrobat  
InDesign  
Coreldraw

Quark Xpress  
Microsoft Office  
HTML  
Wordpress  
Joomla

Mimaki printers & plotters and Rasterlink software  
Familiarity with JavaScript, ASP, & VBScript  
As well as computer systems and networking knowledge.

## Employment

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### ***MarkMaster Inc - Tampa, FL - February 2017 - March 2020***

Pre-production and data entry. Using graphic software to layout badges, vinyl decals, banners, building signage and other similar items. Designing and proofing new badges, banners and decals.

### ***Allied Signage - Tampa, FL - May 2016 - January 2017***

Production Designer - Graphic sign design using Coreldraw, Adobe Illustrator and Photoshop focusing on architectural and environmental design including determining specifications of monument signs and installation plans; designing interior and exterior advertising signage; usage of vinyl printers and plotters.

### ***CGC, LLC - Sarasota, FL - May 2004 - February 2016***

Receiving Manager and Customer Service Representative. Duties include opening mail, processing submissions, prepping comics for grading, organizing work for other employees, keeping vault organized; administrative duties such as ordering supplies & some filing. Supervised receiving and customer service employees. Customer service, answering phones & emails, solving client issues and concerns, working with accounting.

### ***Masterwork Sign Systems - Bradenton, FL - May 2003 - April 2004***

Graphic sign design using Adobe Illustrator, including determining specifications of monument signs and installation plans; designing evacuation maps for schools; designing both print and pdf catalogs for sales and clients.

### ***Target Corporation - Sarasota, FL - October 2001 - February 2003***

Electronics Specialist. Customer service, setting floor plans, organizing product, stocking shelves, zoning merchandise.

### ***July 2001 - April 2004***

Freelance Web Site design, development, coding and maintenance for various local companies including Family Extended Care, Sara Dance Center, Seaboard Steel and the Boys & Girls Clubs of Sarasota.

## Education

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### ***Keiser College - Sarasota, FL***

Associate of Science degree in Computer Graphics and Design

\* Graduated January 2003

\* GPA 3.96, Deans List, Honor Roll, Student of the Month September, 2002