

# Joscelyn Burnett, Jr

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## Career Objective: Obtain a position as Graphics Web Designing or related field

- Specialize in Digital Graphics, Web Design, and PowerPoint presentation providing a number of service years in Network Administration, Graphic Designs and Trade Shows.
- Create banner ads, brochures, logos, skilled to work adjustment layer masks/vectors photo manipulation, knowledge of typography, color separation, and preflighting for utmost optimization to web or print.
- Quickly learn and master new techniques; equally successful in both team and self-directed settings and proficient in a range of creative software and technical database systems.

## Education

Ramapo College of New Jersey – Mahwah, New Jersey

**Bachelor of Arts - Contemporary Arts**

**May 2009**

## Technical Summary

**Applications:** Knowledge of Fetch, File Transfer Protocol (FTP), Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), Java Script, Action Script

**Systems:** Administrator and/or User of Macintosh Operating System, Windows Operating System, Ceres, AS400 Client Access, Network Server, Cisco Router, IBM Registers

**Software:** Proficient in Adobe Creative Suite CS4 Photoshop, Illustrator, InDesign, Flash, Fireworks, Dreamweaver, Entourage, File Maker Pro, Microsoft Office 2007 PowerPoint, Publisher, Word, Excel, Outlook

**Certifications:** Certified William Paterson University Digital Graphic Design Certification  
Certified William Paterson University Web Design and Development Certification  
Microsoft Office Specialist Certification Identification Number:7794887

**URL Portfolio:** <http://webjabonline.com>

## Professional Summary

Metropolitan Museum of Art – New York, New York

**Digital Imaging Artist Internship**

**October 2010 - December 2010**

- Assisted Associate Graphic Design Manager and E-Commerce Content Manager with product promotion; The Metropolitan Museum of Art Store website <http://store.metmuseum.org>
- Maintained daily production of the Direct Marketing Department. Duties consisting of, but not limited to proofing and upload image to the website; scanning, silhouetting, retouching and resizing
- Supported senior managers within the department with distribution of printed materials, image archiving, and other administrative duties

Community Food Bank of New Jersey – Hillside, New Jersey

**Food Sourcing Solicitor**

**July 2006 - October 2008**

- Created and adapted food drive Excel tracking data report spreadsheet, food drive form application, supermarket gleaning PowerPoint presentation, and starter packet for Food Sourcing Department
- Supervised, assisted and served as Food-Drive Driver and/or Food-Drive Assistant with appointments, pickups and deliveries
- Coordinated operations for annual food trade shows at Meadowlands Exposition Center and Raritan Exposition Center for food collection

Whole Foods Market – Edgewater, New Jersey

**Store Systems Integrator/Graphic Design Assistant**

**October 1998 - June 2006**

- Accomplished all functions for supermarket signage as Graphic Design Assistant, while served as primary point of contact for stores throughout Northeastern region providing technical support for Macintosh user
- Maintained and troubleshoot broad range of equipment including but not limited to network servers, register scales, computers, printers and mobile devices
- Executed upgrades, installations and configurations of all equipment and/or systems, while routinely performing preventative procedures for all mobile devices, registers, scales and network servers



Microsoft Office Powerpoint 2007 Certified