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Resume of Donald A. Baxter

Professional Objective: I am seeking a position with an employer where I can use my skills as a corporate and institutional graphic designer. I have skills in all facets of graphic design, using a number of different software programs for desktop publishing, photo editing, and web publishing.

Educational Background: BFA Graphic Design, University of Kansas, 1979 | High School in Atlanta, Georgia

2001-2003 UNIVERSITY OF IOWA MERIT POSITIONS

I have held two part-time merit positions at the University of Iowa since June 2001. The first position was Patient Account Representative at UIHC from June 2001 to June 2002. In June 2002, I transferred to the Boyd College of Law Library where I work as a Library Assistant II.

Professional Summary

1993-1999 TransCore/SAIC (Formerly JHK & Associates) *Graphic Designer*

TransCore offered me a position developing a graphic design office, taking a company that had no consistent graphic presence to one with a reputation of producing some of the best marketing materials of any transportation consulting firm. I developed an entirely new corporate identity program, working with all of TransCore's national offices to ensure consistency of materials. I designed a new format for all project and product brochures as well as project interview materials. Additionally, I developed trade show exhibits, PowerPoint slide and video presentations and web projects, including the company's first web home page. Eventually, I assumed responsibility for most projects involving graphic design for the company's offices nationwide.

1988-Present Donald Baxter Design *Owner*

By 1988 I had developed enough contacts to set up my own design consulting firm, teaming with a partner who was also starting a desktop publishing operation. I designed print advertising, designed corporate identity programs, brochures and newsletters. My company also acted as a service broker, linking clients with services such as printers, photographers and desktop publishing service bureaus. My clients included a broad base of businesses including AEGON/Creditor Resources, Sikkens Automotive Finishes, Offset Atlanta, Barton Productions and two former employers, Rosser International and the Atlanta Regional Commission.

1986-1987 Atlanta Regional Commission *Senior Graphic Designer*

I was offered the opportunity to return to ARC and manage the department for which I worked in my first professional position. My responsibilities included redesigning the agency newsletter, the design of reports, and the agency annual report. I also designed large-format displays for community meetings. I was also responsible for managing an assistant position, developing annual budget, negotiating equipment acquisitions such as high speed duplicating equipment, and developing annual contracts with printers.

1983-1986 Rosser FABRAP/Rosser International *Art Director/Graphic Designer*

I worked directly with architectural and engineering staff to produce marketing and interview material geared to winning specific projects including proposals and associated graphics, presentation boards and slide shows. Furthering my skills as a photographer, I also photographed projects in progress and to completion using perspective correcting lenses, lighting, and color correcting filters. When an acquisition necessitated a corporate name change, I designed a new logo and corporate identity for the firm.

1982-1983 Management Science America, Inc. *Graphic Designer*

My responsibilities included design of company brochures, a bi-monthly magazine and shareholder communications. Additionally, I worked with outside vendors such as printers, typesetters and photographers to negotiate terms, prices and art direction.

1980-1981 Atlanta Regional Commission *Graphic Artist*

In this entry-level position, I handled most production responsibilities on projects designed by the Senior Graphic Artist, producing brochure layouts, covers and maps. I also acted as liaison between Agency staff and out in-house printing facility and agency photographer using medium format and 35mm photography equipment. I managed the development and production of an historical building and site survey for Metropolitan Atlanta, accomplishing the photography and designing the final report.