

CURTIS L. ATCHISON

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Professional Summary

Multimedia specialist with 27 years experience. Areas of expertise include audio and video recording, engineering and production, photography, graphic design and web page design.

Work History

Graphic Designer 01/2014 to 05/2018

Lesley University - 29 Everett Street, Cambridge, MA 02138

- Designed posters, flyers and advertisements for Registrar's Office for print and display on campus monitors using photography and vector graphics.
- Created logotypes and layouts with Adobe Creative Suite software (Photoshop, Illustrator, Lightroom and Acrobat).
- Reformatted office forms, documents and applications in PDF format.

Computer Help Desk Assistant 12/2013 to 05/2018

Lesley University - 29 Everett Street, Cambridge, MA 02138

- Assisted students and faculty with hardware rentals and software based troubleshooting of audio/video gear and other computer related peripherals for college level art projects.
- Performed system and hardware diagnostics on Macintosh hardware and software components, including maintenance of printers and RIP systems.

Macintosh Hardware & Software Sales 09/2004 to 06/2010

Tekserve - 119 W. 23rd Street, New York, NY 10011

- Assisted clients in Macintosh based computer sales as well as hardware and software peripherals, including specialized sales for professional audio, photography, web and graphic design.
- Performed regular system and hardware diagnoses on Macintosh hardware and software components, including on-site calls in the Manhattan area.
- Hosted seminars on hardware and software setups for beginner & business level web design and audio production.

Macintosh Help Desk / Web Design - Freelance and Temporary Assignments 12/1992 to 02/2001

MacTemps / Aquent Partners - Boston and New York Locations

- Instructed and assisted computer users on the use of Mac hardware and software applications.
- Conducted regular hardware maintenance on desktop machines for employees and end users.
- Conducted system upgrades and maintenance using programs such as TechTool, Virex and Norton Utilities. Maintained MAC/PC file, email and studio servers, Remote Retrospect, and Microsoft Access.
- Clients included G+J Publishing, Franklin Spier, Atlantic Records, Sapient, Wal-Mart, JP Morgan, MCY, Lucent Technologies, Arrowstreet and Harvard Business School.

Education

Bachelor of Arts & Sciences - Individual Design - Multimedia Design 06/2013 to 05/2018

Lesley University - 29 Everett Street, Cambridge, MA 02138

Skills

- Self-motivated
- Data Management
- Process implementation
- Client assessment and analysis
- Project Management
- Conflict resolution
- Staff development
- Powerful negotiator

References

References and/or graphic portfolio upon request.