w: www.bellenterprises.com 3160 20th Street, North, Arlington, Virginia 22201-5134 e: scott@bellenterprises.com

Summary of qualifications

- Creative problem-solver: Will tirelessly seek the best solution if it will save time for future projects.
- **Project management:** Overseeing projects from inception to completion; working with a wide variety of vendors to get the best value; juggling priorities to be sure concurrent projects are completed on time; maintaining open channels of communication with both co-workers and clients.
- Focused: Ability to see the "big picture" without losing sight of the details.
- Conscientious: Deadline-driven, collaborative, hard-working, reliable, courteous, diplomatic, discreet, loyal.

Software skills

- 3D modeling and animation—Autodesk® Maya® 2011 and Pixologic® ZBrush® 4R5
- Motion graphics and animation—Adobe® After Effects® CS5
- Digital graphic images—Adobe® Photoshop® CS5 and Adobe® Illustrator® CS5
- Sound editing—Adobe® Audition® 3.0
- Web authoring—Adobe® Dreamweaver® CS4
- Page composition and publications production—Adobe® InDesign® CS4
- Microsoft Office Suite—Word, PowerPoint, Excel

Education & training

Center for Digital Imaging Arts at Boston University, Washington, D.C.—*Certificate, 3D Modeling & Animation, May 2011* **3D Training Institute, New York, N.Y.**—*Diploma, 3D Project-Based Course, June 2008* **George Mason University, Fairfax, Virginia**—*B.A., French*

Work experience

Freelance 3D/2D graphic—artist/designer—Bell Enterprises, October 1996—present

After completing my studies at the Georgetown campus of Boston University's Center for Digital Imaging Arts and undertaking my search for full-time, permanent employment in the 3D graphics field, through my home-based business I have worked on a variety of projects for clients as well as creating merchandise for sale through online outlets such as CafePress.com. In the interim, I have also worked in seasonal, part-time, and contract positions.

3D modeler—NVRP Foundation for the Turning Point Suffragist Memorial, April—May 2011

As part of a team of approximately a dozen classmates at Boston University's Center for Digital Imaging Arts, I worked as a modeler of various elements such as tensile structure interiors and exteriors, kiosks, and automobiles in creating an architectural visualization of a proposed memorial honoring those who struggled in the U.S. women's suffrage movement. In addition, I assisted with character animation and final compositing. The purpose of the visualization is a marketing tool for garnering financial support of the project to ensure its construction before the 100th anniversary of the ratification of the 19th Amendment to the U.S. Constitution in 2020.

Web content editor—American Chemical Society, July 2006—August 2007

Responsible primarily for updating website content each month to reflect new editorial content in the print version of a monthly scientific journal, each week in the interim I refreshed the home page to highlight distinct journal content, and added news blurbs as they arose. Where feasible, I also converted a variety of pages to tableless CSS.

Webmaster—American Nurses Credentialing Center, July 2002—July 2006

As the front-end developer of the organization's website, my overarching responsibility was to complete the regular, time-sensitive updates continually required; in the process, I served as editor-in-chief for all written website content, and chief photo editor for all graphic content. I thoroughly redesigned the website using tableless CSS and created an entirely new user interface. I worked with staff to implement new functionality, such as interactivity and e-commerce, and collaborated in considering business processes that potentially could be migrated to the Web.

Communications manager—National Association of Regional Councils, January 2001—June 2002

I managed the creation, production and dissemination of all Web and print communication of the organization, serving as writer, editor-in-chief and photo editor. I shepherded the print production process from original electronic files to bluelines to final output, the latter including flyers, newsletters, brochures, and directories. As the front-end developer of the organization's website, I maintained and continually updated the site, again serving as editor for both written and graphic content. I worked with contract employees on a unique initiative to compile regional 2000 Census date on the site.

Communications coordinator—Army & Air Force Mutual Aid Association, March 1999—December 2000

I coordinated the creation, production and dissemination of all Web and print communication of the organization, serving as writer, editor-in-chief and photo editor. I shepherded the print production process from original electronic files to bluelines to final output, the latter including flyers, mass mailings, newsletters, brochures, and annual reports. As the front-end developer of the organization's website, I maintained and continually updated the site, again serving as editor for both written and graphic content. Most notably, I served as project manager for a major organizational ballot initiative that involved creating and collating several disparate print pieces for mailing, verifying that all components were completed and the ballot packets assembled to ensure timely receipt by the association members.

Print production specialist (part time)—*EEI Communications, July 1998–December 2000*

Working in the production department on evenings and weekends, I made revisions to client files using QuarkXPress page layout software on the Mac platform. The revisions included copy changes, setting new type, and revising layouts. I also performed photo editing with Adobe Photoshop, and used Adobe Illustrator or Macromedia Freehand to create and edit vector graphics. My duties also included diverse assignments such as revising PowerPoint presentations and creating client comps using manual paste-up methods.

Editorial assistant—National Association of Letter Carriers, January 1990—February 1999

As part of the three-person staff for the monthly two-color membership magazine of the letter carriers' union, I edited and laid out several regular features, such as articles from the national officers, submissions from the field, and human-interest feature stories I wrote about selected members. The page composition required photo editing as well. Significantly, I worked with IT staff to automate delivery to me various lengthy lists such as PAC contributors and obituaries, which saved measurable time in proofreading, formatting, and layout. I proofread the work of the other staff members, prepared files for press, and proofed bluelines.

Affiliations