

# CHRISTOPHER A. SWAFFAR

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## GRAPHIC DESIGNER – MULTIMEDIA SPECIALIST

### SKILL SUMMARY

- Graphic design
- Presentations and multimedia
- Corporate standards/branding
- Print design
- Marketing collateral
- Project management

### DESIGN TOOLS

Mac OS X, Windows XP, Vista, Adobe Creative Suite: Photoshop, Illustrator, InDesign, MS Office: PowerPoint, Excel, Word (to 2007), Dreamweaver, Flash animation

### PROFESSIONAL EXPERIENCE

**Putnam Investments** Boston, MA

March, 2006 – May, 2009

**Project Coordinator, Presentation Designer, Traffic Manager** - contractor

Edited quarterly reviews, managed content flow for existing Putnam templates, designed and developed new templates for client specific presentations. Also managed traffic (daily routing and assignment of design jobs). Worked closely with high-level managers and account executives to bring projects to completion.

- Designed and developed over 120 client-specific sales presentations
- Provided support to 15 account executives and senior executives
- Considered a technical expert in MS Office

**Freelance graphic designer**

January, 2001 – present

Graphic solutions for PowerPoint multimedia and presentations, print design, corporate standards/branding.

- Past clients include: Braun Associates, DeLoitte and Touche, Charles River Associates, RSA Security, HNTB Architects, Pioneer Investments, Fidelity, Fitcorp, see also below.

**Cramer Online** Norwood, MA

April, 2005 – February, 2006

**Presentation designer, graphics operator** - contractor

Working on a PC platform, developed a variety of templates for multimedia PowerPoint shows. Attention to detail a must, as many presentations involved working within branding guidelines and embedding multimedia elements and timings. Also served as on-site graphics operator. Handled the staging and digital media for large sales conferences; clients in software, manufacturing, retail, etc.

- Developed and supported media for conferences throughout the country
- Provided on-site audio visual support for over a dozen high-visibility clients

**Bain & Company** Boston, MA

May, 2004 – February, 2005

**Project coordinator** - contractor

Provided support for the hub office of a global business consulting firm (31 offices, 19 countries). Responsibilities included design and production of presentations and client collateral, working creatively within precise company graphic standards, and training on proprietary MS Office macros.

- Developed and designed over 50 presentations for dynamic global business
- Volunteered for community outreach charities sponsored by Bain

**State Street Global Advisors** Boston, MA

April, 1998 – September, 2000

**Presentation Designer, Traffic Manager**

Served as member of multi-person team at State Street Global Advisors in the Corporate Communications Division. Evolved to senior designer. Managed multiple projects and clients daily, ranging from print presentations and client collateral materials to multimedia shows with custom images, animation, and sound. Helped create and maintain a graphic template for print materials. Also served as back-up traffic manager, assigning projects to other designers and serving as liaison with clients, A/Es and vendors.

## **OTHER EXPERIENCE**

**Treacy & Company, LLC** Boston, MA  
**Presentation Graphics, IT Administrator**

January, 1996 – December, 1997

### **1992–1995**

Various positions in tech support

## **EDUCATION**

**Colby College**, Waterville, ME – Bachelor of Arts, 1990

**REFERENCES AVAILABLE UPON REQUEST**