

Mark Bascom
179 Veronica Pl
BROOKLYN, NY 11226

Dear Sir or Madam

I would like to welcome the opportunity to be considered for a position with your organization. I am a committed, dependable and loyal worker. My positive work ethics will assist in enhancing growth and development. If given the opportunity, you will find that I will be a great asset to your company.

If given the opportunity I am sure that I will prove to be an asset to your staff. I look forward to meeting with you to further discuss this opportunity. Thank for your careful consideration.

Attached is my resume for your review.

Thank you for your time and consideration.

Sincerely,

Mark Bascom

Mark Bascom

MOBILE: 646.884.4443 ~ EMAIL: MARKBASCOM22@OUTLOOK.COM

ACCOMPLISHED GRAPHIC DESIGNER AND PRODUCER OFFERING BROAD-BASED EXPERIENCE IN DIGITAL MEDIA

SUMMARY OF QUALIFICATIONS

- Creative thinker with aesthetic style and creative graphic design skills.
- Solid Web 2.0 skills, social media abilities.
- Strong project management skills; capable of tracking multiple projects from concept to completion.
- Highly-organized individual delivering quality work in high pressure, fast-paced environments and pays attention to detail.
- Strong interpersonal communication skills, experience working with diverse populations.
- Good decision-maker with the ability to research and proactively solve problems.

EDUCATION

New York City College of Technology (CUNY) – Brooklyn, NY **08/2014 - Present**
B. Tech in Communication Design – {in Progress} **Expected - 05/2016**

Related Coursework: Advertising design, Broadcast design, Communication design management, Graphic design, Graphic Arts & Print Production, Packaging design, Photography, Sound design & multimedia and many more.

Professional Development: Advertising Production & Broadcast Design.

LaGuardia Community College (CUNY) – Long Island City, NY **03/2010 - 08/2013**
A.A.S in New Media Technology – {Awarded}

Related Coursework: Video production, Computer Art, Web design, Internet Video/DVD, Music Recording, e-Business, Communications and many more.

Professional Development: Noble Desktop Web Design & Digital Media.

PROFESSIONAL EXPERIENCE

Riverway Senior Center, Catholic Charities – Brooklyn, NY **05/2013 - 09/2013**
Computer Trainer, Intern/Volunteer

- Responsible for providing quality basic computer instruction to seniors and children.
- Develop and implement introductory lesson plans for the class.
- Train and conduct meetings with support staff, to ensure optimal learning.
- Operate AV equipment for facility events.
- Develop promotional ads, bulletins, and news updates of events and activities for the center.

Bascom Consulting – Brooklyn, NY
New Media & Graphic Design Freelancer

08/2008 - Present

- Consult concepts and color schemes for clients' multimedia design and production projects.
- Create comps of art and copy for various projects, clients, and/or target audiences.
- Manage design process to ensure delivery of highest quality output with well-developed creative solutions according to client brand visual standards.
- Design creative PPT presentations, infographics, marketing and promotional materials.
- Develop, manage, and maintain website content, including editing and formatting.
- Provide video editing; operate AV equipment and related controls for local events.

NYC Department of Citywide Administrative Services (DCAS) –
New York, NY
Administrator/Proctor (on call)

09/2005 - Present

- Responsible for the monitoring and safeguarding NYC civil service and license examinations.
- Provide data entry and verification of applicants in database.
- Prepare testing sites with materials, supplies and exam booklets for a classroom of 30-40.
- Ensure the test is properly administrated, according to New York City and State regulations.
- Troubleshoot applicants concerns and inquires.

LaGuardia Community College (CUNY) – Long Island City, NY
Academic Assistance Administrator

06/2010 - 08/2011

- Conducted student intake and facilitate information sessions on special workshops, tutoring and additional academic services.
- Assisted professors and tutors with academic and promotional materials to increase awareness and boost student participation.
- Provided secretarial and clerical support; maintain department database and recordkeeping of program participants.
- Performed excellent and friendly service for students.
- Answered phone calls and direct calls to personal.

Source Magazine – New York, NY
Production Intern

09/2008 - 12/2008

- Assisted with various production tasks, i.e. dubbing, transcribing, media logging, footage selection, script formatting, digital uploads, field production, research, office administration and tape-library management.

TECHNICAL ACUMEN

Proficient in Adobe Photoshop | Adobe Illustrator | Adobe InDesign | Adobe Fireworks | Final Cut Pro | Dreamweaver | Joomla | WordPress | Flash | HTML | CSS | JavaScript | jQuery | Microsoft Office Applications | MAC OS | Windows XP | Twitter | Facebook | Google Plus+ | LinkedIn | Pinterest |