

Michael Beck

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- Highlights:
- An efficient career in Computer Graphics.
 - Excellent success in building and maintaining relationships with team members, establishing results while reaching set goals.
 - Creative, ambitious, and cheerful. • On time.
 - Windows, Microsoft, Internet and Adobe Proficient.

Professional Experience:

References available upon request

06-1995 ~ Present

Graphic Design

Altered Artz - Modesto CA

Various Freelance Graphic Design

Freelance work involving; Creation and Design of logos, business cards, illustrations, web art, and web design. Have worked with many different clients, working through all phases of creative projects. Able to handle many projects at a time. Goal oriented.

02-2007 ~ Present

Project Coordinator ~ Government Liason

LandTec Inc. - Sonora CA Title: Executive Officer

SBIR Government Research & Development

Project Coordinator

SBIR Phase II - Successfully delivered to SOCOM ~

SBIR Phase III - Successfully delivered to the Battelle Laboratories ~

SBIR Phase III - Currently working with Picatinny Arsenal (Army)~

Development of SmartSight ~ the Remote Video Weapon Sighting System.

Coordinated a team of engineers working towards new levels of applied science within delineated time schedules to implement new technology for the military.

Working from concept to design and build.

Constant communication with many military labs and entities including Navy,

SOCOM, Battelle, Picatinny, DCAA, MOCAS, and more.

Knowledge in the WAWF Invoice government payment system.

Research and Development

Works with end users to evaluate and implement solutions to improve and better the tactical solution.

Office Management

Daily communications with team and contracted labor. Planning and running project needs, meetings and schedules. Daily file upkeep including FTP and needed websites.

Highlights: □

2010 Top 10 Inventions of the Year ~ Popular Science June Edition

Top Inventors ~ Discovery Channel (Pre-Production)

07-2000 ~ 12-2006

Graphic Design & Marketing Director

Diestel Family Turkey Ranch - Sonora CA

POS/Promo Materials: Printed

Brochure Design • Posters • Flyers • Promotion Items • Apparel

Design, update, and function inter departmentally and with customers to develop, design and update. Controlled projects designed by contract labor.

Purchase from printing vendor while maintaining purchasing history

Coordinate deliveries and receipt, stocking and warehousing

POS/Promo Materials: Online

Company website development, design, upgrades and upkeep

E-mail accounts and respond to E-mail information requests

Product Labeling/Packaging & Food Labeling Design

Functions inter departmentally to research, develop, design and update

Oversees projects designed by contract labor

Prepare final artwork for USDA approval

Serve as liaison with Government Expediter for USDA approval

POS/Promo Materials: Distribution

Prepare POS materials for distribution

Ships POS as requested by Customer Service

Follows up with customers regarding requests

Maintain shipping log

Maintain distribution log

Maintain shipping inventory

Interdepartmental Design: Printed

Design, update and maintain forms and internal materials

Responsible for design of all PowerPoint presentations

POS/Promo Materials: Salesroom

Develop stock for inventory of salesroom

Maintained salesroom stock inventory

Product, promo and customer service signage

Sales Trips/Trade Shows

Develop and design display layout and material

Coordinate the arrangements for trade shows

Meet deadlines according to trade show parameters

Donations

Gather donation information • Coordinate for packaging/delivery/pickup • Follow up with customer/outside source to confirm donation

Interdepartmental: Information Systems

Provide system hardware/software technical support and repair

Organize and oversee system maintenance by contract labor

Recommend and purchase system hardware/software components and upgrades

Maintains system repair and purchasing history

Perform routine maintenance for interior systems and peripherals

Demos

Setup & Coordinate packaging and delivery needs for demo

Find demo personnel and coordinate demo training

Design and Coordinate POS needed for Demo

Administer server duties

New employee setups - personal and server setups

Computer repair and reformat

1st line of tech-support - working inter departmentally

Config, update, and manage office suites

03-2000 ~ 07-2000

Graphic Design

State Theatre - Sonora CA

Ticket, Poster, Promotional Design

Creation and Production of tickets, posters, etc. Print shop exp. Media relations, Advertising Exposure.

Education:

1984- 1988 Grace Davis High School Modesto, CA College Prep

1989- 1991 Modesto Junior College Modesto, CA Art Major

1996-1998 Modesto Junior College Modesto, CA Computer Graphics

Hobbies:

Art, computers, gaming, fishing, music and playing the drums.

Software:

Adobe Photoshop, Adobe Illustrator, Adobe PageMaker, CorelDraw, Fractal Painter, Bryce, FrontPage, Publisher, Microsoft Office Suite, all Windows Platforms, Internet Software, Security Suites and more. Skills and abilities with scanners, video and digital cameras, and many other peripherals. Although I mostly PC based, I have dual-platform experience.