

# Harvey H. Warwick III

(727) 644-7096

[hhwarwick3@yahoo.com](mailto:hhwarwick3@yahoo.com)

Online Portfolio: [harveywarwick.weebly.com](http://harveywarwick.weebly.com)

## QUALIFICATIONS

Experienced graphic designer / artist proficient in Adobe Creative Cloud / Creative Suite, Microsoft Office, internet use, and traditional graphic media, with excellent writing and proofreading skills

## SOFTWARE SKILLS

- **Adobe Illustrator** – vector illustration and logo design
- **Adobe Photoshop** – photo enhancement, image creation, web graphics
- **Adobe InDesign, Quark Xpress** – page layout, publication design and creation
- **Adobe Dreamweaver** – website creation • **Adobe Director** – interactive multimedia presentation, CD-ROM creation
- **Microsoft PowerPoint** – presentation creation • **Microsoft Word / Excel / Access** – data entry (8000 KPH) and page layout
- **Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Apple Safari** – HTML, Internet use
- **Operating Systems:** MS Windows 7, Windows 8, Windows 10, Apple Macintosh OS X

## VOLUNTEER SERVICE

**International Academy of Design and Technology—Tampa Alumni Chapter** Tampa, FL 2008-2012  
*Communications Committee Chair*

- Created and updated Facebook page for alumni chapter
- Researched and posted upcoming events of interest to alumni, faculty and students of IADT Tampa

## WORK HISTORY

**The Keith Corporation** Charlotte, NC 2017  
*Graphic Design*

- Formatted and proofread real estate proposal brochures

**Allegra Marketing Print Mail** Charlotte, NC 2016  
*Graphic Design*

- Reformatted and updated client brochure designs

**Tampa Bay Coupons and Flyers** Seminole, FL 2014  
*Graphic Design*

- Created and updated coupon designs from client specifications

**Quality Sourcing Service Inc.** Oldsmar / Tampa, FL 2006-2009  
*Graphic Design*

- Designed and created advertisements, catalogs, posters, brochures, and trade show displays
- Printed and mailed out brochures and flyers

☞ **Created catalog for Pacific Die Cast division that did not previously have a catalog**

**Countryside Publishing / Infinity Solutions of Central Florida** Oldsmar, FL 2005-2006  
*Graphic Design*

- Designed and created advertisements and brochures

☞ **Created design portfolio for company that did not previously have a portfolio**

**Various Temporary Assignments** St. Petersburg / Tampa, FL 2002-2004  
**(Sun Coast Staffing, Westaff, Inc., OfficeTeam)**  
*Data Entry / Customer Service*

- Data entry, extensive phone work, spreadsheet creation, proofreading, filing, printing and scanning

**Special Data Processing** Clearwater, FL 1993-2002  
*Magazine sales / Customer service*

- Sold magazines via phone, monitored calls, offered travel/leisure service memberships to motel guests and car renters

☞ **Awarded Call Of The Month award November 1999 for best handled call in membership department**

## EDUCATION

### Associate of Science in Graphic Design

Magna cum laude, International Academy of Design and Technology, Tampa, FL

**Bachelor of Science, Mass Communications / Systems Analysis** Taylor University, Upland, IN

## PROFESSIONAL TRAINING & COURSEWORK

- Dale Carnegie Effective Speaking & Human Relations course, Clearwater, FL
- “Breaking Into Print” course, Long Ridge Writers Group