

# JEFF DANELEK

## *Graphic Designer*

### PROFICIENCIES

#### How I Get Stuff Done

- by being flexible, aware of deadlines, and paying attention to the details
- by being creative, innovative and, when necessary, even a little daring
- by utilizing strong written and oral communication skills
- by working both independently or as part of a collaborative team with equal ease
- by exceeding client expectations in taking a project from initial concept through final production with minimal supervision
- by knowing how to work with printers and vendors in a way that gets things done on time and within budget

**Major accomplishment:** Convinced CEO at Navajo Inc. of need to oversee upgrades in equipment to increase productivity. Was given the responsibility of identifying deficiencies in the graphics department, formulating solutions, researching replacement equipment, and recommending new purchases that resulted in a ten-fold increase in departmental efficiency and the dramatic lowering of overall production costs.

### EMPLOYMENT HIGHLIGHTS

#### Places I've Done Stuff

CITY & COUNTY OF DENVER  
Enrichment Instructor/Airbrush

NAVAJO INCORPORATED, DENVER, CO  
Senior Designer/Art Manager

VIACOM OUTDOOR, DENVER, CO  
Designer/Assistant to Creative Director

MEDIAONE, ENGLEWOOD, CO  
Graphic Designer

LOCKHEED MARTIN, LITTLETON, CO  
Technical Illustrator

### EDUCATION

#### Where I Learned All This Stuff

ROCKY MOUNTAIN COLLEGE of ART  
Denver, CO  
Degree: Commercial Art/Illustration

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### PROFILE

#### Who I Am and What I'm Looking to Do

I'm a professional designer with over 20 years experience looking for an opportunity to work for a company that appreciates the value of that experience and produces a product or service beneficial to people

### EXPERTISE

#### Stuff I Do Well

- Adobe Illustrator CS
- Adobe InDesign CS
- Adobe Photoshop CS
- Dreamweaver CS
- MS Office Suite (Word, Excel, PowerPoint)
- Designing & Preparing Website Graphics
- Photo Manipulation & Product Photography
  - Technical/Industrial Illustration
  - Airbrush/Pen & Ink Illustration
- Large Document Design & Layout
  - Large Format Printing

### PORTFOLIO

#### What Sort of Stuff I Create

Check out my on-line portfolio at:  
[ourcuriousworld.com/  
PDFs/DanelekPortfolioLORES.pdf](http://ourcuriousworld.com/PDFs/DanelekPortfolioLORES.pdf)

### BACKGROUND

#### Personal Stuff About Me

Author and Novelist  
Expert on the Paranormal  
Instructor at Colorado Free University  
Numismatist Extraordinaire  
U.S. Navy Veteran