



# Keith Heustis

Experience:	<p><b>Production Traffic</b>, Part Time, Appleseed's/Tog Shop, Beverly, MA 1/2008-Current</p> <ul style="list-style-type: none"><li>+Assess project requests, ensuring that all information necessary for the successful completion of the project is supplied and accurate.</li><li>+Work closely with Production Director and production team.</li><li>+Interface with marketing team on trafficking mechanical jobs/art requirements.</li><li>+Log incoming job requests, printers dielines, matchprints.</li><li>+Formatting/coding weekly emails for proper display in email programs.</li><li>+Review and extensively checklisted spreads, and other artwork prior to print release.</li><li>+Prepare print-ready artwork in Photoshop and Quark.</li></ul>
	<p><b>Owner</b>, Part Time, Keith and Julie   Films, Wenham MA 3/2007-Current</p> <ul style="list-style-type: none"><li>+Design marketing material such as brochures, collaterals, and business cards.</li><li>+Record, produce and edit all video material, including motion graphics.</li><li>+Secure and manage client relations.</li><li>+Design DVD case and disc art; create and maintain web site using standards based XHTML and CSS.</li></ul>
	<p><b>Graphic Designer</b>, Freelance, Wenham MA 1/2007-Current</p> <ul style="list-style-type: none"><li>+Design print media, identity, and web content.</li><li>+Product photography.</li><li>+Animated graphics for video and web.</li></ul>
	<p><b>Assistant Resident Director</b>, Part Time, Gordon College, Wenham MA 12/2005-Current</p> <ul style="list-style-type: none"><li>+Supervise a staff of six Resident Assistants.</li><li>+Oversee the well being of approximately 120 students.</li><li>+Coordinated hall events.</li><li>+Responsible for designing all marketing materials for R.A. recruitment.</li><li>+Proven ability to rally a team and lead the charge toward a common goal.</li></ul>
	<p><b>Asset Resource Manager/Podcast Producer</b>, Gordon College, Wenham MA 8/2007-12/2007</p> <ul style="list-style-type: none"><li>+Managed photo database; named, and assigned keywords to images.</li><li>+Assisted graphic designers during busy periods with production work.</li><li>+Recorded, edited and produced video podcast.</li></ul>
	<p><b>Media Specialist</b>, Part Time, Gordon-Conwell, South Hamilton MA 8/2004-12/2005</p> <ul style="list-style-type: none"><li>+Designed HTML based learning tutorials that were distributed on CD.</li><li>+Wrote technology training manuals for faculty and gave personal training.</li><li>+Provided technical support to faculty and students.</li></ul>
	<p><b>Media Specialist</b>, Full Time, Whitmore Lake Public Schools, MI 8/2002-6/2004</p> <ul style="list-style-type: none"><li>+Designed and maintained the elementary library school web site.</li><li>+Recorded, produced and edited all video and motion graphics for award winning children's news show called the Eagle News which utilized chroma key technology and Adobe Ultra virtual sets.</li><li>+Demonstrated ability to learn and use new technology.</li></ul>
Education:	<p>Hope College, Holland MI B.A. - History</p> <p>Gordon-Conwell, South Hamilton MA M.A.R. - Visual Arts in Religion</p> <p>Continuing Education: Gordon College, Wenham MA Unofficial audit of <i>Graphic Design II</i> and <i>III</i></p>

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Knowledge  
and Skills:

**Graphic Software:**

Proficient: Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Quark Xpress, Word, PowerPoint, Extensis Portfolio, Fireworks, Aperture, Lightroom, Bridge, Acrobat Professional, Adobe Ultra, Adobe LiveCycle Forms ES, iLife, iWork.

**Motion Graphic Software:**

Proficient: Apple Final Cut, Motion, Color  
Intermediate: Adobe After Effects CS3, Premiere Pro CS3  
Basic: Apple Shake

**Web Technologies / Other:**

Proficient: XHTML, CSS, OS X, Windows XP-Vista  
Intermediate: JavaScript, FileMaker Pro  
Basic: ActionScript 3.0, PHP

**Other:**

Administrative and Managerial experience, Photography and darkroom, luthiery, boatbuilding, ancient Greek and Hebrew languages.