

Christopher Dominic Jenkins

4137 34th Street • Suite #102 • Mount Rainier, MD 20712

Phone: 571-319-2330 • Email: whoischrisjenkins@yahoo.com • Portfolio: www.whoischrisjenkins.com

PERSONAL SUMMARY

Webmaster Supervisor/Senior Graphic Designer with more than **20 years of digital design industry experience** delivering **on-time/on-budget** digital solutions. Experienced in **resource optimization & team leadership** with the ability to translate business objectives into creative strategies and solutions. **IT Management experience** includes a demonstrated ability in **hiring, directing, training, supervising** and **mentoring** contractors, designers and office staff.

SKILLS & PROFICIENCIES

- Detail-oriented and able to juggle multiple tasks and meet pressure driven deadlines.
- Excellent communication skills and ability to interact with clients and vendors.
- Proven presentation skills with expertise in demonstrating digital solutions to clients.
- Excellent team player and ability to work in groups to complete a desired task.

TECHNICAL SKILLS

WEB DEVELOPMENT - Cascading Style Sheets (**CSS**), **HTML** hand coding, Information Architecture, Web Content Development, Search Engine Optimization (**SEO**), Content Management Systems, Web Traffic Analysis using **Google Analytics**, **Microsoft Sharepoint 2013**, **Adobe Dreamweaver CC**, **Wordpress**, **Site Executive**, Email Marketing using **Constant Contact** and **Mailchimp**.

GRAPHIC DESIGN - Corporate identity, print design and production, icon creation, direct mail, advertising, social media image elements, **User Interface (UI) design**, illustration, technical illustration, package design and presentation design using **Adobe Creative Cloud**: Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat and QuarkXPress

OPERATING SYSTEMS - Microsoft Windows 10, Apple OSX Yosemite, iOS 9, Android Open Source

CLERICAL SOFTWARE - **Microsoft Office 365 (Word, PowerPoint, Excel)**, Open Office, Corel Word Perfect Office x7

EDUCATION & PROFESSIONAL TRAINING

- **Meridian Community College** **Meridian, MS**
Associate of Arts Degree in Graphic Communication Technology
- **Hinds Community College** **Raymond, MS**
Postgraduate Coursework in Nursing and Fine Arts

Christopher Dominic Jenkins

4137 34th Street • Suite #102 • Mount Rainier, MD 20712

Phone: 571-319-2330 • Email: whoischrisjenkins@yahoo.com • Portfolio: www.whoischrisjenkins.com

CAREER HIGHLIGHTS

The Maryland Vehicle Administration (MVA), Glen Burnie, MD (01/14-Present)

Webmaster Supervisor for OIR Software Development

- Manage day-to-day web department operations of multiple projects and assignments for 9 web properties.
- Manage and delegate individual tasks and assignments to web department staff and contractors.
- Maintain effective communication with various departmental staff to develop website content.
- Developed, designed and managed microsites and sites with over one thousand content - rich pages.
- Familiar with Software Development Life Cycle (SDLC), procurement of contracts, and technical writing of requirements for software development.
- Develop website infographics, banners, and provide PDF manipulations.
- Responsible for MVA Android and Apple Phone Applications management.
- Manage public web presence of Youtube™ videos for Maryland Vehicle Administration.
- Provide Search Engine Optimization (SEO) for 9 web properties using Google Analytics.
- Developed website redesign strategies for the MVA Intranet, InfoMVA and main MVA website.
- Converted HTML driven MVA Intranet website into dynamic Microsoft Sharepoint 2013 portal.

Engility – Government Contractor - Department of Defense, Arlington, VA (10/12-3/13)

Senior Graphic Designer & Photographer

- Creative graphic designer for the Army G-8 Division Force Development.
- Designed posters, brochures, booklets, name placards and various Army promotions collateral.
- Lead photographer covering various Army G-8 promotions, celebrations and staff changes.
- Social Media liaison for the Army Force Development Facebook® page and various other media outlets.
- Managed multiple projects for hundreds of Army personnel within their various divisions.

The Washington Post, Washington, DC (3/01-10/12)

Advertising Designer

- Lead Real Estate and special projects creative designer for the advertising department.
- Designed various advertisements for hundreds of clients within the tri-state area.
- Lead Quality Control Group Editor responsible for reading, color evaluating, spell checking and monitoring daily deadline driven advertisements.

RE/MAX Horizons Real Estate, Alexandria, VA (3/99-3/01)

Graphic Design Supervisor and IT Specialist

- Lead graphic designer and IT Specialist for the office.
- Designed various property brochures, post cards, logos, newsletters and flyers.
- Scanned and color corrected property photos.
- Supervised and mentored two junior graphic designers to help complete daily work flow.
- Ordered various papers and inks for the design department printers, and provided monthly account invoicing of services provided to the real estate agents.

References Are Available Upon Request.