

# Kareem Simon

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## OBJECTIVE

### Web/Graphic Design Technician

Energetic Web/Systems Engineer with extensive knowledge in Windows, Macintosh, and Linux/Unix. Expert in computer maintenance and technical support. Knowledge of LAN and WAN technologies, protocols, and configurations. Familiar with Internet technologies, Web page design, and related programming. Excellent customer service skills with proven effectiveness in organization and communication. Possess interpersonal skills, self-motivation, and quick adaptation to new applications and technologies.

## SKILLS

### Graphic Design Programs & HTML/Web Design

Adobe Photoshop, Adobe Illustrator, Image Ready, Indesign, Dreamweaver, Fireworks, Premiere, Final Cut Pro, After Effects, 3D Studio Max, GMax, QuarkXpress, HTML hand coding, Flash, JavaScript, CSS 2.0, Flash Action Scripting, and Streaming internet media audio/video embedding.

### Operating Systems

Windows All versions, Macintosh OSX, Windows Pocket PC 2003, Ubuntu Linux, DOS, and some Unix Terminal Commands.

### Networking

DHCP, DNS, Active Directory, TCP/IP Network Configuration, Wi-Fi (IEEE 803.11) Wireless Ethernet Networking, Windows Terminal Server/Remote Desktop, QuickTime/Windows Media Internet Streaming.

## EMPLOYMENT

**Sonic Boom Games/ Sonic Boom Media**, New York, NY 2007 - 2010  
*Cell Phone Video Game Production Artist*

- Cut videogame production artwork for 18 different default cell phone screen sizes.
- Design mini websites for each videogame project.
- Resolve user art issues with game interface or videogame assets.
- Provide daily production meeting feedback for status of art related content and receive programmers feedback of changes that needed to be made.

**Network Infrastructure Technologies**, New York, NY 2007-2008  
*Web/Graphic Designer*

- Design and implement new features to company website and content management.
- Design Flyers, Books, Mouse pads, Company shirts, Pens and other company related advertisements.
- Design and implement company tradeshow booth and material information.
- Designed Email announcements/advertisements. • HTML, CSS, and some minor Flash web programming.

**The BlackStone Group**, New York, NY Summer 2006  
*Web Designer*

- Redesigned the look and feel of the corporate Internet Website.
- Discussed and implemented custom designs for new features to the corporate users such as IM, Stream media, Wiki, Blogging, Etc.
- Consulted with programmers on how the users should interact with specific new features on the intranet site.
- Designed Email announcements/advertisements.
- Consultation on Windows Media and other streaming media codec's for the company's new streaming media service.

**NYC Computer Solutions**, New York, NY 2003-2006  
*Field IT Technician*

- Called upon to provide my technical skills to both corporate and home users.
- Troubleshoot spyware, viruses, hard drive failures, boot issues, network connectivity, wireless access, internet security, tutoring, installations, power supplies, printer issues, program/OS crashes, program/OS updates, scanner issues, firewire/USB connections, hubs/routers/switches issues, etc, with both Macintosh and Windows networked/non-networked PC's.

**NYCaribNews**, New York, NY 2001-2006

*Web Content Editor*

- Design concepts and mock-ups in Photoshop, then produce actual HTML-ready files for uploading.
- Clearly communicate complex technical concepts both in a written and oral manner.
- Gather and analyze statistics on website use and develop criteria to improve and enhance the user experience.
- Resolve compatibility issues with IE and Netscape browsers.

**Katharine Gibbs**, New York, NY 2002-2003

*PC/Mac Technician*

- Provide technical support for over 1,200 (PC & Mac) clients on university main campus and 3 satellite locations.
- Maintain, upgrade, troubleshoot and/or repair computers, laptops, printers, PDA's and other peripherals.
- Assist users with multiple applications and university proprietary software.
- Involved in mass deployment of configured operation systems using Symantec Ghost, Sysprep & RIS.
- Participate in the research and evaluation of new software to provide better network and computer stability.
- Provide special technical assistants to all Macintosh students on campus.

## **EDUCATION**

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**School of Visual Arts**, New York, NY 2004-2007

*Bachelor of Fine Arts degree in Graphic Design*

**Katharine Gibbs School**, New York, NY 2002 - 2003

*Associates Degree in Applied Science Digital Communication*

**Brooklyn Educational Opportunity Center**, Brooklyn, NY 1998 - 1999

*Computer Service and Network Administration Certification A+ and Network+ Certification*

## **AWARDS/HONORS**

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### **GPA 2.97**

- Was awarded the Dean's list for 5 straight semesters while attending the Katherine Gibbs School.
- Credited for creating an after school tutoring program to help accelerate student's knowledge of computers while attending school at the Brooklyn Educational Opportunity Center.

## **REFERENCES**

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- Available Upon Request