



DAMIEN GARCÍA

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RECENT SPECIAL PROJECTS

ONLINE ANIMATION & WEB PORTFOLIO, 5/2011 - Present

- Design, develop updated website & portfolio: (view online: <http://www.damienweb.com/> and <http://www.youtube.com/user/damiendesigner>)

JON VANDYK, 10/2011 -11/2011

- Develop website template and design theme for men's fashion wear web site, create landing page graphic animation video (view project online: <http://www.jonvandyk.com>)

TAKE SHAPE FOR LIFE, 2/2010 – 3/2010

- *Become a Health Coach*: Promotional Multimedia Animation and Video (view project online: <http://www.youtube.com/user/damiendesigner/>)

EXPERIENCE

LPL FINANCIAL, 1/2011 – 4/2011

Technical Writer and Graphic Designer (Contractor)

- Create information map including process, standards, and *iKnow* knowledge base (KB) *Author's Manual* – for the import of accumulated company-wide source documentation
- Develop information map using methodology from Structured Writing, Information Mapping, and Plain Language
- Create and distribute *iKnow Author's Binder* containing manuals, guides, templates, samples, and research

LEGEND 3D & ALICE IN WONDERLAND, 12/2009 - 3/2010

Digital Assets Production Assistant

- Frame File Conversion and upload/transfer of completed 3-D digital assets from Legend Films to Sony DreamWorks for Alice in Wonderland
- Production Information Technology Asset Tracking Database Design and Administration
- After Effects post conversion touch-ups to completed left and right framed 3-D clips

NEWYORK-PRESBYTERIAN COLUMBIA UNIVERSITY WEILL CORNELL MEDICAL COLLEGES & COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK, 04/2008 - 04/2009

Web Designer Consultant, Research Staff Assistant

- Web maintenance for 100 websites that are part of NewYork-Presbyterian/Weill Cornell Medical College & Columbia Medical Schools
- Streamline administrative processes as well as department budget tracking with operations database initiative
- Assist with all department administrative requests including financial reports, expense reports and travel

NEW YORK UNIVERSITY SCHOOL OF LAW & INFORMATION TECHNOLOGY, 10/2005 – 09/2006

Systems Operations Administrator (Graduate Admissions), Administrative Secretary (Information Technology Services)

- INFORMATION TECHNOLOGY SERVICES: design and develop intranet site (MS FrontPage), build departmental database: ITS Torch; redevelop and design all department administrative forms (fax cover sheets, travel request, laptop/equipment request forms) with Adobe Acrobat Professional; developed digital form submission process
- NYU SCHOOL OF LAW, HAUSER GLOBAL LAW PROGRAM: maintain applicant database, and spreadsheet software applications

ESTÉE LAUDER COMPANIES INC & MAC COSMETICS INC, 9/2003 – 8/2005

Administrative Support & Project Coordinator (Internal Short & Long-Term Assignment Staffing Team)

- MAC COSMETICS SALES & RETAIL OPERATIONS: Project Coordinator for the Access Database Initiative at MAC Sales Operations: *MACcess*; design, build and distribute multi-user MS Access database for tracking retail operational data for MAC Stores and employees in North America; write, design, edit and co-produce *MyBOOK* welcome manual for all retail managers in North America; redesign all operations forms; revise, develop new office supply order process systems, retail store forms, purchase guidelines
- MAC COSMETICS HUMAN RESOURCES: Design and distribute employee review database

NBC NEWS NEW YORK & NBC SAN DIEGO, 6/1994 – 2002/02



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News Writer (NBC 7 San Diego), IT Operations Specialist (NBC News New York), Production Assistant (NBC Nightly News)

- NBC 7 NEWS SAN DIEGO: Write, edit and research 5 to 10 daily news scripts, teleprompter, IT and production operations responsibilities
- NBC NEWS IT NEW YORK: Mobile computing manager, manage laptop imaging, rollout, training, support and database tracking of 250 IBM ThinkPads for 2000 Olympics and Elections coverage; Democratic & Republican National Conventions: 1996 and 2000, San Diego and Chicago, Philadelphia and Los Angeles
- NBC NEWS PC Initiative: Assist with Rollout of 2,000 Hewlett Packard PC's to NBC News division worldwide
- NBC NIGHTLY NEWS WITH TOM BROKAW: Assist production staff of 30 in news-room, studio, control room; meetings, script, graphics and tape distribution for Weekend Nightly News
- KNSD NEWS SAN DIEGO: "NBC Listens" public relations outreach program intern, Multi-Cultural Journalism Workshop participant, Co-anchor of half-hour teen-produced news broadcast

EDUCATION

UNIVERSITY OF CALIFORNIA SAN DIEGO, FALL 2009

Continuing Education

- Flash I and Flash II

SAN DIEGO COMMUNITY COLLEGE DISTRICT, SUMMER 2007

Tri-Certificate Program, Interactive Media Certificate Program (IMCP) – Print, Interactive Media, Web

- Volunteer graphic design and print services to San Diego LGBT Community Cyber Center
- Student Council Representative

NEW YORK UNIVERSITY, SPRING 2001

BA, Cum Laude Honor Graduate – Gallatin School Individualized Study: Communication & Social Justice

- Honor Graduate, Deans List and Honor Society Member, 3.67 GPA
- Inter-Residence Hall Council Representative and Conference
- Loyola University Martin Luther King, Jr Speech Competition and Scholarship Winner

SKILLS, COURSES & ACTIVITIES

SKILLS:

- Graphic Animation
- Basic HTML and Web Design
- Experience with CSS, Spry/Ajax, RSS
- Type Speed: 75 WPM
- MS Access Database – Create, maintain and administration

SOFTWARE:

Operating Systems: Cross-platform proficiency: Mac OS X Snow Leopard & Microsoft Windows 7 operating systems

Adobe CS3/CS4: Photoshop, Illustrator, InDesign, Acrobat Professional, **After Effects**, Premiere, Flash, Fireworks, **Dreamweaver**, Bridge, Encore, Lightroom, Soundbooth, Contribute, **Adobe Acrobat Professional**

Microsoft Office 2007, 2010: Access, FrontPage, Publisher, Word, Outlook, Excel, PowerPoint

Other Software Experience: GarageBand, Final Cut Pro, Soundtrack Pro, Motion, iDVD, iWeb, Roxio MyDVD Studio Premier, Swift 3D

SENIOR VOLUNTEER:

- 2006 GLAAD Media Awards New York (table host, responsible for collection of \$10,000 fundraising effort)
- 2005 GLAAD Media Awards New York (celebrity escort Team Leader)
- 2004 GLAAD Media Awards New York (crowd-flow/security Team Leader)
- GLAAD at Long Beach Pride, 2002
- 2002 GLAAD Media Awards Los Angeles (crowd-flow/security Team Leader)



DAMIEN GARCÍA

OTHER ONLINE REFERENCES

[DAMIEN GARCIA, DESIGNER ON FACEBOOK](#)

[INTERACTIVE MEDIA RESUME](#)

[LINKED IN PROFILE](#)

[HTTP://WWW.DAMIENWEB.COM](http://www.damienweb.com)

[ADOBE ILLUSTRATOR VISUAL RESUME](#)

REFERENCES

References available upon request

ROCHEA GUIFRE

Apple Computers - Senior Regional Manager (MAC Cosmetics, Inc)

KRISTIN HOLDEN

LPL Financial

BOB DOTSON

NBC News - National Correspondent, Today Show

LORI HARAM

MAC Cosmetics, Inc - Vice President Global Finance

AMORY SINNERINE

New York University – Senior Secretary IT

DEBORAH ELLIS

Ellis Designs - Deigner