

# Charles E. Pounds Jr

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## OBJECTIVE

To utilize my HTML and CSS writing skills, matched with a graphic design education, in developing functional, attractive websites.

## PROFESSIONAL PORTFOLIO

[www.chuckpoundsdesign.com](http://www.chuckpoundsdesign.com)

## TECHNICAL SKILLS

Photoshop CS 2/3

InDesign CS 2/3

Illustrator CS 2/3

Acrobat 8 Professional

Dreamweaver 8/CS3, Flash 8/CS3 and Fireworks 8

PowerPoint, Publisher and Word

Coffee Cup Html Editor 2006

Smart FTP Client

Microsoft Web Publishing Wizard

Web Plus 6 and Draw Plus 4

Button Maker v1.0

Notepad

## PROFESSIONAL SKILLS

### Computer Skills

- Proficient with various website design and development software
- Familiar with Windows 98/XP/Vista/Media Center/Professional – PC platform
- Operate and maintain personal desktop to include:
  - upload and download all software, files and printer sharing over the internet
  - manage all files and operation of system including systems restore and recovery

### Web Graphic Design/Text Layout Achievements

- Designed and developed several websites for personal use and graded projects using Dreamweaver 8/CS3, Coffee Cup HTML Editor 2006 and Web Plus 6
- Created business cards, envelopes and stationery design for graded projects using Illustrator CS 2/3, Photoshop CS 2/3 and InDesign CS2/3
- Edited Photos to incorporate them in web and other design projects using Photoshop CS 2/3
- Developed brochure and magazine ads for a fictitious client with Photoshop CS 2/3 and Illustrator 2/3
- Proficient in HTML and CSS writing skills – Dreamweaver 8/CS3, Coffee Cup HTML Editor 2006, Web Plus 6 and Notepad

### Supervisory and Managerial Skills

- Managed retail parts stores in excess of \$1,000,000 in sales/annually
  - Managed employees to include hiring, training and promotions
  - Controlled, supervised and implemented all new programs per deadlines initiated
- Supervised, as a Non Commissioned Officer, a team of Marines - oversaw military equipment as well as planned and organized training and missions in coordination with other units

## EDUCATION

### Bachelor of Fine Arts: Visual Communication/Web Design

American InterContinental University

3/2008

Hoffman Estates, IL

### Associate of Arts in Business Administration: Visual Communications

American InterContinental University

12/2006

Hoffman Estates, IL

American InterContinental University is accredited by The Higher Learning Commission and a member of the North Central Association.

## EMPLOYMENT HISTORY

### Assistant Manager

AutoZone, High Point, NC

1994 – Present