

Charles E. Pounds Jr

10 Country Manor Dr • Thomasville, North Carolina 27360 (336) 476-0082 • contact@chuckpoundsdesign.com

OBJECTIVE

To obtain a Web Design and Development position that will utilize my web layout and development skills in creating functional, attractive websites.

PROFESSIONAL PORTFOLIO

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 Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's and Master's degrees

EMPLOYMENT HISTORY

Commercial Manager

AutoZone, High Point, NC

1994 – Present

Parts Manager

Central VW-Mazda, DuBois, PA

1990 – 1994

United States Marine Corps

Camp Lejuene, NC

1985 – 1990