

NEIL MOE

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SUMMARY

Visual Designer who leverages excellent communication, interpersonal and client management skills to produce outstanding visual products.

HIGHLIGHTS

- Corporate designer
- Strong design sense
- Time management
- Electronic logo design
- Self-motivated professional
- Quick learner
- Advanced typography knowledge
- HTML knowledge
- Microsoft Office Suite knowledge
- Conceptual thinker
- Design strategy
- Brochure and newsletter formatting

ACCOMPLISHMENTS

Founder of a Creative Marketing and Communications company

EXPERIENCE

01/2014 to Current

Operations Manager/Graphics Designer

Green Monkey Design Studio - Newton Terrace, Christ Church

- Contributed ideas during strategic and conceptual brainstorming sessions.
- Prepared layouts and drawings in compliance with established templates and design standards.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Recommended techniques, methods and media best suited to produce desired visual effects.
- Developed creative graphics that simplified complex messages.

09/2012 to 01/2013

Graphic Designer

Gote Properties Inc. (Sheraton Mall) - Sergeants Village, Christ Church

- Designed artistic signage for special corporate events.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Contributed ideas during strategic and conceptual brainstorming sessions.

- Designed unique print materials, including advertisements, brochures and logo designs.
- Prioritized graphic workload and effectively coordinated multiple projects.

09/2011 to 09/2012

Sales Representative/Web Developer

Regal Resource - Two Mile Hill, St. Michael

- Created the look and feel of the organization's online presence in social media forums.
- Collaborated with a team of designers to offer improvements and directions on others' projects.
- Created concept mock-ups for web and mobile applications.
- Created graphics materials for the company website.
- Designed web pages, graphics elements and infographics for email and newsletters.

06/2009 to 06/2010

Operations Controller

G4S (Barbados) Ltd. - Black Rock, St. Michael

- Designed security policies, alarm response protocols and access card guidelines.
- Developed and updated security procedures, security system drawings and related documentation.
- Monitored facilities using CCTV while simultaneously performing dispatch duties.

09/2003 to 06/2009

Graphic Designer/Video Editor

Caribbean Media Corporation - Bridgetown, St. Michael

- Altered the style of animations and video materials for company's Television channel and website.
- Collaborated with a team of designers to offer improvements and direction on others' projects.
- Recommended techniques, methods and media best suited to produce desired visual effects.
- Coordinated with the content production and delivery managers to launch carrier-approved content worldwide.

EDUCATION

2001

CXC

Christ Church Foundation Secondary School - Barbados

- Social Studies - Grade 1
- English Language - Grade 2
- Geography - Grade 2
- Mathematics - Grade 3
- Technical Drawing - Grade 3