



MATTHIEU CARVER

Graphic Designer | Marketing Creative | Veteran

CONTACT

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DESIGN SKILLS

| | |
|-----------------------|-----------------------|
| Logos/Brands | Typography |
| Packaging | Photography |
| Web Design | Illustration |

SOFTWARE SKILLS

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|------------------------|-------------------------|
| Illustrator | Photoshop |
| InDesign | Microsoft Word |
| MS Powerpoint | MS Excel |
| Windows OS | Apple iOS |

AWARDS

- **Tau Sigma Nat. Honor Society**
PSU Chapter, Portland, OR
- **Major General Larson Award**
Bronze Medalist, AF ISR
Agency, San Antonio, TX
- **NCO of the Quarter**
306th IS, Beale AFB, CA
- **Air Force Achievement Medal**
97th IS, Offutt AFB, NE

ABOUT ME

I am assertive, creative, logical, and have an acute attention to detail. I pride myself in critical-thinking and am a quick study. My military experience has helped me become adept at both leadership and mentorship, as well as being able to liaise with diverse customers. I have experience as a military instructor, a supervisor, and have also managed a print shop. I am currently building my experience in Graphic Design and Advertising Management by pursuing an education in both fields, but I also have real-world experience from doing freelance design work.

EXPERIENCE

- **Graphic Designer @ Freelance** (Jun 2011–Present, Various Locations)
Gathers materials, studies information, and conducts research in preparation for work to be accomplished. Illustrates concepts and ideas by designing drafts for client utilizing preferred layout, color, size, typeface, and related aesthetic concepts. Coordinates with client to obtain approval of drafts; revises as needed. Coordinates any printing or purchasing from vendors. Completes designs in prompt manner.
- **Graphic Design Intern @ ConMet.** (Jun 2019–Mar 2020, Vancouver, WA)
Created visuals for key marketing communications and products, including advertising, product literature, collateral material, digital and social media, and customer relations. Key contributor to overall strategy, implementation, and workflow of corporate Digital Asset Management (DAM) and Content Management System (CMS). Planned, created, and coded web pages for global company website. Executed overall marketing strategy by providing daily support to corporate marketing management team.
- **Facilities Management @ Pacific Office Automation.** (Jan 2018–Jan 2019, Beaverton, OR)
Commuted to, worked at, and managed workflow at multiple client print shops. Provided flexibility of personnel management and work assignments to supervisors and managers. Proficient in various print procedures and processes. Developed efficient methods and processes for completing print tasks. Operated and troubleshoot business/industrial printers, copy machines, paper cutters, packaging and binding equipment. Printed batch orders of various print media packages.
- **Tactical Systems Operator @ U.S. Air Force** (Dec 2005–Jun 2014, Various Locations)
Trained 20+ personnel in Intelligence and Surveillance computer systems knowledge. Managed personnel training files and logged their accomplishments and discrepancies. Liaised and mission-planned for three Special Operations exercises in 2013. Performed aircrew duties aboard various aircraft in direct support of Conventional and Special Operations forces. Deployed five times to various countries in support of mission.

EDUCATION

- **Portland State University** (Portland, Oregon)
Bachelor of Arts, Major in Graphic Design, Minor in Advertising Management
- **James M. McCoy Airman Leadership School** (Offutt AFB, Nebraska)
Graduation Certificate in Leadership, Interpersonal Communication, and Conduct
- **Defense Language Institute, FLC** (Presidio of Monterey, California)
Graduation Certificate in Mandarin Chinese Language Studies