



Derrick Motley

Graphic Designer/Screen Printer

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Profile

To obtain a position in the Graphic Design Dept. that will allow me to utilize my professional expertise in Graphic Design, office management, and in Advertising and Marketing.

Technical Skills

Word	● ● ● ● ●
Excel	● ● ● ● ●
PowerPoint	● ● ● ● ●
Adobe PhotoShop	● ● ● ● ●
Adobe Illustrator	● ● ● ● ●
Access 2013	● ● ● ● ●

Interests



Experience

4th Infantry Designs LLC. 2006-PRESENT

Owner/Graphic Designer

- Responsible for supplying clients with optimum service, and products ranging from (Silk Screening, Web Site Design, Graphic Design for print work and web, Advertising)

Zucker, Goldberg & Ackerman 2008-2015

Legal Assistant

- Prepare and file legal documents for bankruptcy and foreclosure proceedings.
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- Serve as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
- Designing and developing training manuals and work forms for departmental use.

Linc Facility Services 1999-2008

Planning Control Coordinator/Site Administrator

- Responsible for the weekly input of payroll for facility
- Assigned daily shift work, reviewed, and inputted mechanics work into system
- Created weekly and monthly work and financial reports

Education

CRANFORD, NEW JERSEY 2013-2015

Union County College
Associate Degree in Business Management

1995-1997

OAKDALE, NEW YORK

Dowling College
Business Marketing

Hampton University 1994-1995
HAMPTON, VIRGINIA

References

Terence Johnson, P.A.R.C
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