



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/web, advertising).
- Updated and installed computer software/hardware, disk imaging, ghosting, as well as PC migration.

Zucker, Goldberg & Ackerman 2007-2015
Legal Assistant/IT Support

- Responsible for preparing and filing bankruptcy and foreclosure proceedings with the courts, including: Motions, Evictions and Notice of Appearances.
- Assisted the IT department in backing up systems and installation of new software on PC's and peripherals.

Linc Facility Services 1999-2007
Planning Control Coordinator/Site Administrator/IT Support

- Responsible for the weekly input of payroll for the facility, assigned all shift work, reviewed, and inputted the mechanics work into the system, built weekly and monthly work and financial reports.
- Maintained the system network, performed hard drive imaging/ghosting, updated and installed facility software and peripheral hardware devices, and troubleshoot software and hardware issues.

Education

CRANFORD, NEW JERSEY 2013-2015
Union County College
Associate Degree in Business Management

OAKDALE, NEW YORK 1995-1997
Dowling College
Business Marketing

HAMPTON, VIRGINIA 1994-1995
Hampton University

References

Terence Johnson, P.A.R.C
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