

# Keith Jared Portman

## Graphic / Web Design

4054 N Sacramento Ave #3  
Chicago, Illinois 60618  
(847) 877-8333  
[keithportman@gmail.com](mailto:keithportman@gmail.com)

- 
- Objective** To utilize my knowledge and experience in graphic and web design as a leader of a creative services team. To develop unique marketing and design strategies that help clients maintain growth and increase profits.
- Portfolio** Available online at <http://www.keithportman.com>
- Employment**
- Sept' 08 - Current** **Web Designer - Memory Suppliers, Morton Grove, IL**
- Responsible for the ongoing design and development of both the retail sales site and Custom USB Flash Drive website.
  - Help assist Custom USB Flash Drive salespeople with client mockups. Assist in product management and development.
  - Work closely with marketing director to conceive and design promotional content and e-mail blasts.
- Aug. '07 - Current** **Web Developer - Twirl Advertising & Design, Chicago, IL**
- Responsible for web development, programming, maintenance and updating for client websites.
- Sept. '02 - Current** **Owner/Freelancer - CyRiZ Design/Web, Chicago, IL**
- Founded own company to serve freelance clients over the last decade. Services range from simple logo to design to complex e-commerce websites, as well as marketing and advertising.
- Aug. '04 - June '07** **Creative Director (Graphics & Web) - IPMedia, Northbrook, IL**
- Founded creative services department. Managed two graphic designers: one in Chicago office and one in Taiwan office.
  - Played instrumental role in the development of company product lines, the marketing of products and services, and product management.
  - Created corporate identities and design concepts for five separate departments and their corresponding websites.
  - Responsible for development, maintenance and search engine optimization of company websites, with primary focus on CustomUSB.com.
  - Produced, designed and managed promotional trade shows.
  - Other key responsibilities included product photography, promotional/sales material design, and packaging design.
- Dec. '03 - Aug. '04** **Post-Production Assistant - The Filmworkers Club, Chicago, IL**
- Maintained and organized digital media and film library used for post-production work on commercials and films.
  - Assisted editors and artists with projects ranging from color correction to post-production video editing

**Employment**  
(cont.)

**Jul. '03 – Dec. '03**

**Marketing Assistant – Lake County Forest Preserves, Libertyville, IL**

- Responsible for digitizing entire slide photography collection and photographing various events and landscapes.
- Created a series of seasonal banners that are displayed outside various forest preserves.
- Helped produce a variety of other marketing materials and newsletter articles.

**Sept. '02 – Dec. '02**

**Marketing Assistant – Buffalo Grove Park District, Buffalo Grove, IL**

- Responsible for the redesigning of the Buffalo Grove Park District website.
- Created fliers, posters, and other graphic design material for recreation supervisors.
- Involved in the promotional preparation and management of special events.
- Assisted with event photography.

**Charity/  
Volunteer**

**Jan. '09 – Current**

**Webmaster /Designer – USTORM Foundation, Chicago, IL**

- Responsible for the design, development and year-round maintenance of USTORM.org, a non-profit organization aimed at raising funds to help needy children and young adults improve their lives by providing access to various music and art educational programs.
- Create fliers, posters, and other graphic design material for special events. Responsible for e-blasts and event marketing as needed.

**Skills**

- Extensive graphic design skills including a proficiency in the Adobe Photoshop CS3, Adobe Illustrator CS3 and Adobe InDesign CS3. Experienced with Flash.
- Specialization in web design and development, including broad knowledge of HTML, PHP, ASP, MySQL, Ruby, CSS and Javascript.
- Well versed in search engine optimization (specifically Google AdWords and Google Analytics) and e-commerce/shopping carts.
- Over 5 years experience in the small consumer electronics industry. A leading expert (and one of the first web designers/developers) in the custom USB flash drive industry.
- Have worked with pre-built Content Management Systems (CMS) such as Joomla, Prestashop, Concrete5, Wordpress and others.
- Highly skilled in digital photography, color correction and image editing
- Experience producing and designing trade shows.
- Proficient in Microsoft Office Suite.

**Education**

**University of Illinois at Urbana-Champaign**  
Bachelor of Science in Leisure Studies – Management & Marketing  
College of Applied Life Studies  
August 1998 – Graduated, December 2002

***References Available Upon Request***