

# BRETT P. GIBSON

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## SOFTWARE KNOWLEDGE:

Software	Level	Years Used	Current/Since Used
Adobe Photoshop	Expert	8 years	currently using
Adobe Illustrator	Expert	8 years	currently using
Adobe InDesign	Intermediate	3 years	currently using
SolidWorks	Intermediate	2 years	7 years
Corel Draw	Intermediate	2 years	currently using
AutoCAD	Beginner	4 years	currently using
Microsoft Office	Expert	10+ years	currently using
Quicksilver	Intermediate	6 months	5 years
HTML Ease (CT Corp)	Intermediate	2 years	5 years
Edgar Ease (CT Corp)	Expert	2 years	5 years
Macromedia Dreamweaver/Flash	Beginner	1 year	currently learning

## EXPERIENCE:

### Graphic Illustrator / Art Dept., Software Support Technician / IT Dept. Techprint, Inc. Lawrence, MA

05/07-Present

#### Graphic Design Responsibilities

- Responsible for creating, editing, designing labels, signs, and other designs (using Mac OS X).
- Working under tight deadlines, and on multiple projects within the same time period.
- Filing and Purging files – keeping files in order and organized for all jobs and/or maintaining all old files and discarding all job prior to 7 years old.
- Utilizing Adobe Illustrator, Photoshop, and other design software.
- Creating and Editing Graphics in Illustrator.
- Creating EPS and PDF files with Adobe Illustrator. EPS, PDF, AI, and PSD files used for printing, and PDF files used for proofs to show to clients/customers.
- Help Art Room Supervisor match colors to customer's needs and/or requirements.
- Maintain a digital library of all work through progress and completion.

#### Software Support Responsibilities

- Assisting Senior Network Administrator with any software issues, as well as maintaining database with all information regarding all machines in building.

#### Pre-Flight Responsibilities

- Opening and editing previously drawn files in CorelDraw, and other software.
- Checking over incoming jobs – making sure that we can use the files that are provided to us. Sometimes the files are corrupt or not in the correct format, other times, I can be creative and find ways to get files that seem to not work, to be useable for job completion.
- Currently being trained on drawing, designing, and ordering dies for new jobs.

### Electronic Publishing Specialist / Shareholder Publishing FPCMS

Fidelity Investments Merrimack, NH

07/06-02/07

#### Electronic Publishing Responsibilities

- Responsible for the conversion and subsequent staging of various electronic files via a content management system, to numerous business channels, both internal and external to Fidelity with 100% accuracy.
- The electronic delivery of funds includes, but is not limited to various formats such as: IDU, postscript, postscript preparation, HTML, and PDF.
- Maintain 100% accuracy in creating and staging all electronic files to Documentum (a web portal filing system) prior to business partner deadlines.
- Follow all Quality control procedures and checkpoints.

#### Print Production Responsibilities

- Responsible for the page layout, design, format, and production of all financial publishing printed material.
- Follow all Quality control procedures / checkpoints.
- Work with the Traffic Coordinator and other team members to ensure that all production deadlines are met.
- Other print production responsibilities include file transfers, digital proof distribution, proofreading, etc
- Review all documents for accuracy prior to submission for proofing.
- Be flexible to the needs of the production schedule.

#### Print Production Responsibilities

- Maintain and update department procedures for both electronic and print functions as requested.
- Provide the highest level of customer service to our business partners on a consistent basis.

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## **Financial Report Specialist / EDGAR Department**

**Digital Publishing Solutions Inc. Charlestown, MA**

**05/05-06/06**

- Converting, editing, and Formatting Word formats (.doc) into secure formats. (PDF, HTML, & SEC Compliant File types)
- Updating Issues in the company intranet.
- Using Microsoft Software to manipulate and clean Semi-Annual and Annual Reports.
- Taking projects on from the very beginning, communicating with our clients (customer service), delegating work to others, and making sure work is delivered to client in a timely manner to meet deadlines (EDGAR Department).
- Filing Financial Reports such as (but not limited to):
  - NSAR
  - 10-K
  - NCS
  - 497
  - Proxy
  - Fund Work
- Reviewing issues within database and taking appropriate actions, such as contacting the appropriate people and resources to create a solution for the issue at hand.
- Training new hires in HTML, ASCII, and Word conversion.
- Creating Training Manuals (currently used), and making changes to our EDGAR Training program.
- Assisting the EDGAR Manager with administrative and training duties.
- Opening and Closing jobs for Customer Service, inserting client information into our “job ticket” and recording in our “Job Manager” the Billing information of the client.
- Using Software such as:
  - EDGAR 3.0
  - Microsoft Office
  - HTML Ease
  - EE Docs
  - Adobe Photoshop (Mac + Win)
  - Omnipage 14
  - Illustrator 11
  - PDF Converter 3
  - XPP (Xyvision)

## **Server/Certified Trainer (Brinker Inc.)**

**On The Border Tyngsboro, MA**

**01/04-01/05**

- Wait staff: Greeted, Served, and Catered to Customers Needs.
- Side work: Keeping items stocked, Closing duties
- Shift Leader, Certified Trainer, and rewrote Training Program used by OTB Regional Training Manager.

## **Quality Assurance Drafter/Editor**

**Trix Systems Inc. Chelmsford, MA**

**05/02-09/02**

- Converted drawings into different formats (raster to vector, vector to raster).
- Made corrections to drawings with text, abbreviations, and dimensions.
- Validating drawings after conversions were complete.
- Direct experience with keeping customers satisfied.
- Skills Used: Microsoft Office, AutoCAD 2002, Mechanical Desktop, Architectural Desktop, SolidWorks, Inventor

## **EDUCATION:**

**Middlesex Community College**

**Bedford, MA**

**05/00-05/03**

- Associate of Science Degree in Computer Aided Design (CAD).
- 3.45 GPA (3.6 in Field)