



## KYLE RICHMOND

905 510 5731

kjrichmond@gmail.com

www.kylerichmond.ca

### SUMMARY OF QUALIFICATIONS

- Three years portfolio work from school environment
- Four years freelance experience
- Three years television production experience
- Organized, with excellent time management skills and a strong ability to multitask
- Very comfortable in a computer related environment and able to learn quickly
- Strong communications skills, both verbal and written
- Works well with others at all levels
- Team player, pleasant attitude, personable, articulate and creative

### WORK EXPERIENCE

#### FREELANCE GRAPHIC DESIGN

- Various print and web projects for different clients
  - Current & previous clients include:
    - Enter the Picture Productions
    - Irrigation by Design
    - 2009 Gemini Awards
    - ETR Solutions
    - Dr. Grant Yiu
    - Kidsplay
    - Webnation
    - McNima Motors Ltd.

#### TROJAN ONE

*Graphic Design Intern*

- Assisted with various Graphic Design Projects at event marketing agency.
  - Projects including:
    - HBC Run For Canada
    - CIBC Run for the Cure
    - Trojan One Administrative Projects

#### TORCOMP / STUDICA

*Web Design Co-Op*

- Designed and maintained aspects of Torcomp.com and Studica.com
- Used database to add products and product images

### EDUCATION

#### SENECA COLLEGE OF APPLIED ARTS & TECHNOLOGY

*September 2004 - April 2007*

- Advanced diploma in Graphic Design Program

### RELATED SKILLS

- Advanced knowledge in Mac OSX & Windows operating system
- Adobe Photoshop, InDesign, Illustrator and Dreamweaver
- Advanced knowledge in Microsoft Word, Excel, Powerpoint, Front Page, and Outlook
- Experience with Macromedia Flash, After Effects & Final Cut Pro
- Online knowledge including HTML, CSS, PHP
  - Web 2.0 technologies
  - Social networking
  - SEO
  - Blog/CMS implementation
  - Various other internet applications
- Knowledge of video editing, formats, compression etc;

#### MTV CANADA / CTV

*On-Air Promotions Internship*

- Updated and maintained tape library
- Updated and maintained cue sheets for tape library
- Electronically transferred on air promotions to CTV master control
- Applied video customization using After Effects & Final Cut Pro
- Digitized video footage using Final Cut Pro for editing and outputting of final product to tape for air
- Responsible for quality control of outgoing video promos
- Assisted with rough cuts of promos for pre production of producers edit
- Transcribed promos arriving from New York offices and prepared scripts for producers voice over sessions
- Prepared video compilations for budget presentations and international compilation reel
- Gathered all necessary materials and equipment
- Assisted with talent casting

#### FREELANCE TELEVISION PRODUCTION

- Various freelance television production experience:
  - 30th Annual Genie Awards, 24th Annual Gemini Awards, Wedding SOS, Holiday Battle on the Block, Pure Design 2, Canada's Next Top Model, How Do You Solve a Problem Like Maria, Canadian Idol and many more.