

Ronald Milan Gura

Youngstown, OH 44511

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Website: GuraGraphicDesign

Experienced graphic design professional concentrating in the areas of Interactive Media Design, Video, and Photography. Exemplary skills in the areas of Technical Writing, English, Journalism, Desktop Publishing, Professional & Technical Editing and Grammar, as well as Online Publications/Web Design, Copywriting, Publicity and Advertising.

Experienced with the publication and design of newspapers and policy manuals, proofreading, research, patent design and prep, assessment of technical information and proposal and report writing in print and electronic media for the purposes of Professional Communication. Strong creative, conceptual and problem solving skills. Highly organized and detail oriented with exceptional communication and leadership skills and a passion for innovative technology and customer delightment.

- ◆ *Demonstrated proficiency and strong hands-on working knowledge of the Adobe Creative Suite including Adobe Acrobat, Pagemaker, Photoshop, Illustrator and InDesign and all Microsoft Office applications.*
- ◆ *Thorough knowledge of online publications/web design, copywriting, publicity and advertising, publication and design of newspapers and policy manuals, proofreading, research, patent design and prep, assessment of technical information and proposal and report writing in print and electronic media*
- ◆ *Ability to translate specific marketing and advertising objectives into creative and effective executions through graphic design, headlines, and colors tailored to reach "target" audience and to enhance brand image*
- ◆ *Ability to formulate and design fresh and innovative concepts.*
- ◆ *Possess excellent project management and problem-solving skills*
- ◆ *Ability to manage multiple projects and work under deadline pressure while maintaining a high degree of attention to detail*
- ◆ *Superior eye for design with excellent typographic and editing skills*
- ◆ *Proven artistic skill in designing compelling graphic elements*
- ◆ *Excellent communications skills, both written and verbal*
- ◆ *Able to act cooperatively and collaboratively to bring divergent views together to create a cohesive unit with clear vision and direction*
- ◆ *Able to think clearly and maintain energy and enthusiasm in dealing with complex day-to-day and organizational challenges*
- ◆ *Able to respond to changing situations with professionalism, critical thinking, flexibility, decisiveness, resourcefulness and a sense of humor, as needed*

PROFESSIONAL EXPERIENCE

Gura Graphic Design Designer/Proprietor

2006 – Present

Design Web Pages, perform photography and create graphics to support web design layout in addition to creation of advertising for print and online media, including program books, sized ads and flyers. Versed in the principles of public relations, communicative composition, journalistic techniques, and photo layout; practical work in writing captions and news, using techniques for personality features, publicity, editorials, sports, and action stories, writing feature articles, and developing photo features and constructing photo features and advanced layout of stories for web application.

R.M.G. Photography Contract Photographer

1989 – Present

Performed freelance still and video photojournalism on location, and studio photography to include awards ceremonies, modeling, sports, politics, architectural, editorial, concert, human interest, and weddings.

MousePad Graphics, Inc., Canfield, OH Graphic Designer

2005 – 2006

Design Web Pages, perform photography and create graphics to support web design layout as well as creation of advertising for both print media and program books and flyers. Notable Websites designed and maintained for [First Night Canfield](#) and [Canfield Community Care Net](#) utilizing Macromedia Dreamweaver and Adobe CS One Creative Suite on both PC and Mac OS X operating environments.

Youngstown State University, Youngstown, OH

2003

Professional Writing Internship, *The Jambar*

Internship at University Newspaper The Jambar in advertising and sales, columns, editorials, reporting and photography and served as Sales Manager developing advertising strategies and creating ad campaigns in efforts to increase revenues.

Professional Color Photo Lab Struthers, OH 03/96 - 08/97

03/96 – 08/97

Photo Lab Technician

Processed and printed B&W and color sensitized materials with custom diffusion, condenser enlargers & high volume machine printing equipment in order to accomplish specified tasks and meet ongoing deadlines.

Custom Color Corporation Kansas City, MO

09/92 – 09/93

Custom B&W Printer

Supervised and trained department team members in print production techniques and procedures. Increased department contribution levels from 46% to 76% over an eight month period. Worked very closely with sales staff and clients on a production schedule to meet ongoing deadlines and required job specifications. Notable Projects include display prints for Negro Baseball Hall of Fame and NCAA Museums.

Cerner Corporation Kansas City, MO

09/93 – 04/94

Corporate Services Copy Center

Scheduled, processed and prepared copy materials for company sales and legal departments on time sensitive proposals, quotations, and contracts for clients according to specifications to meet ongoing deadlines. Operated production equipment laminators, drill press and Kodak 2110 and 300 series duplicators and tracked company wide usage to produce monthly cost reports.

ADDITIONAL TRAINING AND RELEVANT EXPERIENCE

82d Training Group, Sheppard AFB Wichita Falls, TX

01/98 – 06/98

Aerospace Maintenance Apprentice 862 Hours

Selection/use of appropriate aircraft hardware, operation/care of ground support equipment, maintenance documentation, aircraft familiarization, maintenance safety precautions and introduction to use of technical manuals.

Lowry AFB Denver, CO

10/88 – 12/88

Documentary/Photojournalism 296 Hours

Instructed on the principles of public relations, communicative composition, journalistic techniques, and photo layout; practical work in writing captions and news, using techniques of sports photography, developing a picture story, photographing groups, and constructing photo features. Advanced layout of stories, personality features, publicity, editorials, sports, and action stories, writing feature articles, and developing photo features.

Lowry AFB Denver, Colorado

02/88 – 03/88

Color Photographic Processes Course 144 Hours

Instruction on principles of color photography, exposing and processing color reversal film, duplicating color slides, exposing and processing color negative film and color printing techniques.

COMPUTER SKILLS AND COMPETENCIES

- ◆ *Adobe Photoshop – Expert*
- ◆ *Dreamweaver MX – Expert*
- ◆ *Adobe Pagemaker – Proficient*
- ◆ *Adobe Acrobat - Proficient*
- ◆ *ImageReady CS2 Suite - Expert*
- ◆ *CSS – Proficient*
- ◆ *InDesign CS2 – Proficient*
- ◆ *Microsoft Office Suite – Expert*
 - *MSWord – Expert*
 - *Excel – Proficient*
 - *PowerPoint - Expert*
- ◆ *Windows 98/2000/XP - Expert*

- ◆ *Power MAC Quark Xpress – Beginner*
- ◆ *Mac OS X - Proficient*
- ◆ *Quark Xpress – Beginner*
- ◆ *Flash – Proficient*
- ◆ *RoboHelp - Beginner*

HIGHER EDUCATION

Bachelor of Arts, Professional Writing and Editing: Awarded 2003
Professional Area: Photography
Youngstown State University, Youngstown, OH

Masters of English, Seeking (Hiatus - 75% Complete)
Youngstown State University, Youngstown, OH

MILITARY SERVICE

U.S. Air Force Reserves YARS, Vienna, OH

09/97 – 05/00

Aerospace Maintenance Apprentice - Honorable Discharge

Successfully executed preflight, thru-flight, and basic post-flight inspections writing technical orders for core aircraft maintenance systems with strict adherence to manuals with emphasis on safety. Administered aircraft maintenance fundamentals and troubleshooting, fueling, LOX replenishment and applied procedures as team member and supervisor.

United States Air Force Davis-Monthan AFB, Tucson, AZ

11/85 – 12/88

Still Photographic Specialist - Honorable Discharge

Supervised and trained photo lab personnel to effectively accomplish required and assigned tasks and operated conventional photo-finishing and copy equipment in the production of E-6, color and B&W sensitized materials. Performed all aspects of photography in support of base operations.

REFERENCES

Provided upon request.

Online portfolio available at: www.guragraphicdesign.com