

# Matthew Crosby

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**Objective:** Graphic Design/ Desktop Publishing

**Education:** Bachelor of Fine Arts, Painting; Minor in History  
University of Hawaii, Degree (1998)

## Software Skills:

Operating Systems: Macintosh OS; Windows 9x- 2000,XP  
Graphic Applications: PhotoShop, QuarkXpress, Illustrator, FrameMaker, PageMaker, CorelDraw, Freehand, PCD, ATM, Adobe Font Navigator, Suitcase  
Productivity Programs: Dreamweaver, Fireworks, Flash MX, Adobe Acrobat, WS-FTP, Fetch, Microsoft Word, Microsoft Excel

## Work Experience:

### Gold Messenger, Denver, CO

Graphic Design/ IT Support (1999-Present)

Form and modify ads for six separate monthly Gold Messenger publications. Paginate eight to sixteen page papers and create PDF files for the press. Create company promotional materials, detach cards and internal documents. Provide maintenance for computer hardware, software and printers. Offer software and Internet assistance. Constructed the computer network and DSL connection for regional office.

### WCities, Denver, CO

Photographer, Graphic Artist (February-November 2001)

Denver digital photographer for travel web site that covers 160 Cities and dozens of countries across the world. Cropped, touched up, enhanced, and compressed photos to streamline for the web. Uploaded files to company site.

### U S West Dex, Aurora, CO

Graphic Designer (April-July, 2000)

Corrected and updated internal learning documents for local phone book company. Worked with multiple file types ranging from Word and PageMaker to FrameMaker. Created forms and styles to streamline work production.

### COBE Cardiovascular, Inc., Division of Sorin Biomedica, Arvada, CO

Graphic Designer (July 1999- March 2000)

Updated legal information, addresses, corporate logo, and 5 pre-translated languages for Heart/Lung product labels and IFUs. Updated internal documents regarding the Label and IFU changes in compliance with FDA regulations. Worked with graphic artists, engineers, purchasers, print vendors, and management to complete assignment before TGV importer deadline.

### AmericaOnline, Startek, Aurora, CO

Tech support (March-July 1999)

Worked in a Tech Support call center for AOL talking to at least 100 customers a day, resolving various PC problems i.e., web browser, modem, and system problems, computer errors, hardware and software failures. Solutions ranged from helping to uninstall and reinstall AOL software, changing modem settings, modifying ISP telephone numbers, running hardware diagnostics, updating modem strings and using sysedit.

**References:** Furnished upon request

**Online Art Samples:** <http://www2.hawaii.edu/~mcrosby>