



# JOHN CARDONA

PORTFOLIO: johncardona.com  
EMAIL: johnjdc141@aol.com  
CELL PHONE: 201.680.8121

PERMANENT ADDRESS:  
455 Wayne St. Apt. 3  
Jersey City, NJ 07306

---

**CAREER OBJECTIVE:** A Graphic Design position where graphic and creative skills will produce quality products for agency customers.

**TECHNOLOGY SKILLS:**

- Fluent in Macintosh operating system with proficiency in Windows environment
- Excellent skills in Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Microsoft Word, Microsoft Publisher and Microsoft Power Point
- Knowledge of Quark Express, Macromedia Dreamweaver and Microsoft Excel

**ORGANIZATIONAL SKILLS:**

- Organized 50 pictures into folders on a computer for my internship
- Maintained a clean work environment by organizing 35 files for clients into folders

**TECHNICAL SKILLS:**

- Able to quickly master new software and apply a full range of capabilities
- Troubleshoots and solves problems efficiently to complete a task

**LEADERSHIP SKILLS:**

- Ability to multi-task while motivating others
- Inspires and supports team members to work at their highest level

**EMPLOYMENT &** 9/2006 – 2/2009

**INTERNSHIP HISTORY:** Computer Lab Assistant for Johnson & Wales University in Providence, RI  
Worked with a team to setup, install, and troubleshoot computers for University students to use. Promoted to be a Level 4 which is a team leader.

6/2008 – 8/2008

Graphic Design Internship for Alzheimer's Cure Foundation in Providence, RI  
Redesign the website, brochures, and a flyer to help receive more donations.

3/2008–5/2008

Updated Website for Ethnic Pride Marketing while communicating over e-mail and in person with Maria Duque. It was a school program that brought us to work with each other. Responsibility was to update the Clients page, News page and Contacts page to ensure correct information. [www.ethnicpridemarketing.com](http://www.ethnicpridemarketing.com)

**EDUCATION:** 9/2005 – 2/2009 – Johnson & Wales University in Providence, RI

Major – Computer Graphics and New Media

2005 – 2007 – Associate Degree

2007 – 2/2009 – Bachelor Degree

**AWARDS & CLUBS:** 9/2007 – 2/2009 – AIGA Club

9/2005 – 2/2009 – Dean's List

12/2005 – 1/2006 – Emerging Leader Series

**REFERENCES:** Available Upon Request