

# Josh Crystal

## Education

BFA Graphic Design, May 2006  
The College of Saint Rose, Albany, NY

jc@crystaljdesign.com ♦ 518.253.6517  
www.crystaljdesign.com

## Skills

### Design

Start to finish production from thumbnails, to comps, to finished product; including logotypes, symbols, business systems, posters, corporate identity and its applications, brochures, Websites, CD packaging and more in traditional and electronic pre-press production and new media.

### Hardware

Proficient in building, formatting and troubleshooting PC computers. Experience in troubleshooting and modifying Macintosh computers. Experience with digital SLR cameras.

### Software

Proficient in Windows Operating Systems, Adobe InDesign, Photoshop, Illustrator and Dreamweaver, QuarkXPress 6.5, Pagemaker 7.0, Microsoft Office. Experience in Mac OSX

### Web

Experience in building websites with html, css styles, and Joomla! CMS platform. Experience in modifying Wordpress and Drupal CMS based websites.. Database development and troubleshooting with phpmyadmin.

## Professional Experience

### Association Development Group, Inc.

Albany, NY  
Graphic Designer, Social Media & Database, Association Manager  
September 2008–Present  
*Association Manager:* event planning, board of directors and membership communications, membership management, writing for newsletters and much more.  
*Graphic Designer:* develop projects ranging from business cards to websites to large format signage.  
*Social Media and Database consultant:* work with other association managers to develop social media strategies, create and modify databases to manage membership and online event registrations.

### Impress Printing & Graphics Inc.

Albany, NY  
Freelancer  
October 2007–September 2008  
Worked with staff to develop concepts for promotional materials. Designed websites, PowerPoint presentations, brochures and magazine covers.

### Want Ad Digest

Troy, NY  
Part Time Graphic Designer  
October 2007–September 2008  
Developed rebranding package for both print and online versions of publication. Designed weekly covers and ads for paid advertisers. Took photos for several covers at local area advertisers. Helped troubleshoot website for relaunch.

### CMPS Multi-Media Marketing

Delmar, NY  
Art Director, Freelancer  
May 2006–August 2007, August 2007–October 2007  
Coordinated and designed a wide variety of projects including brochures, postcards, websites, banners, style guides and other promotional material. Worked with sales and marketing staff to develop projects.

### Logos Print

Albany, NY  
Designer  
February–March 2006  
Designed websites, business cards, brochures, and flyers.

### Tor Books/St. Martin's Press

New York City  
Paid design and editorial Intern  
Summers, 2005, 2004, 2000, 1999  
Assisted art director and designers.  
Designed book covers and advertisements.  
Assisted with archiving and storage of files.

### Neuwirth & Associates

New York City  
Paid design and editorial intern  
Summers, 2005, 2004  
Edited copy, designed and edited book interiors, assisted book cover designs, archived.