 **Joel Richards**

 Portfolio: [**https://joelrichardsg.com**](https://joelrichardsg.com/)

 **joel.richardsg@gmail.com**  
 **857-265-4353**

 **New York City**, NY

**SKILLS**

**JOB SKILLS**

* Analyze/Resolve Worker & Management Conflicts/Problems

Apply Marketing Techniques To Artistic Products & Services

* Create Art From Ideas
* Manage Personnel/Human Resources
* Recruit, Select, Train Workers
* A strong eye for visual composition
* Effective time management skills and the ability to meet deadlines
* Proven design skills in both print and digital media
* Knowledge of digital technology and social media trends, media requirements/codecs, and evolving best practices.

**COMPUTER SKILLS**

* Proficiency with Adobe Creative Cloud, specifically including Illustrator, Photoshop, InDesign and Lightroom.
* Proficiency editing videos using Final Cut Pro, Adobe Rush and InShot.
* Proficiency with Microsoft programs, (Word, PowerPoint, Excel and Outlook).
* Proficiency with web design using Wordpress.
* Proficiency editing mobile videos for social media.

**PROFESSIONAL SUMMARY**

Adobe Visual Design Specialist and Microsoft Office Specialist, Passionate publicist and photographer with 12+ years of experience. My approach includes conceptualization, experimentation, and iteration to design elegant solutions that meet both: user needs and business goals. I enjoy contributing to the end-to-end design process. Currently a freelancer photographer in New York and looking to relocate for a job that suited for. With training in Art & Design, a degree in Advertising and Multimedia.

**EXPERIENCE**

**Crew Leader**

Clearly Amazing Outlook, LLC

*April 2020 – September 2022*

* Lead the crew to complete the jobs assigned per day.  
  Supply the equipment needed for the office.
* Talk to the customers and make sure that all the work orders were completed satisfactory.
* Do estimates and upsells on site about window cleaning, gutter jobs, soft washing, pressure washing and Christmas lights.

**Virtual Instructor**

TCC (Technological Community Centers)

*January 2018 – August 2020*

* Develop and plan educational programs for e-Learning with focus on graphic design, such as Illustrator, InDesign, web design and Photoshop.
* Design the platform on Moodle along with the developer to make it more interactive for the students.
* Teach every week and follow up the progress of the students: grading, interacting and making projects.

**Instructor**

Las Americas Institute of Technology

*January 2012 – January 2018*

* Develop and plan educational programs for on-site learning in poor communities with the idea of changing their lives, focusing on the education applied to technology (Illustrator, InDesign, web design and Photoshop).
* Teach every week and follow up the progress of the students: grading, interacting and developing creative projects.

**Creative Director**

**EDUCATION & CERTIFICATIONS**

**Iberoamerican University (Dominican Republic)**

Bachelor Degree (3.8 GPA)

*September 2013 –November 2016*

Advertising

**Las Americas Institute of Technology (Dominican Republic)**

Associate’s Degree (3.9 GPA)

*January 2009 – August 2013*

Multimedia

**OFF-SCHOOL**

Continuing Education

*September 2009 - September 2012*

Fine Arts – Drama

**Office Power Point Specialist**

**Office Word Specialist**

**Office Excel Specialist**

Microsoft

*June 2018*

New York

**Adobe Design Specialist**

Adobe

*March 2018*

New York

**LANGUAGE SKILLS**

* English
* Spanish

Grupo Burgos Global Investment

*January 2014 – April 2016*

* Edited videos and web content for TV, real estate and engineering websites using Wordpress.
* Solicit, design, and layout all texts.
* Used Photoshop daily along with all newswires and image sites.
* Cleaned, touched up and color corrected photos for use in publications using Photoshop and entire Adobe Creative Suite.
* Conducted Photoshop trainings for other freelancers.
* Assist during photo shoots, shoot video and photographs.

**Graphic designer**

Partners Ogilvy

*January 2013 – January 2015*

* Edited videos and web content for sports website Assisted in photo and media licensing
* Solicit, design, and layout all texts.
* Used Photoshop daily along with all newswires and image sites.
* Cleaned, touched up and color corrected photos for use in publications using Photoshop and entire Adobe Creative Suite.
* Conducted Photoshop trainings for other freelancers.
* Assist during photo shoots, shoot video and photographs.

**Graphic Designer | Photographer**

Freelance

*January 2010 – present*

* Managed 20+ projects per year Oversaw design integrity of drawing sets, from layout approval to store opening.
* Provided solutions to communication and marketing challenges, in-house graphic design and photography services for marketing department.
* Generate design solutions for marketing and packaging materials.
* Developed and implemented 3D graphics, layout design, graphic design, production process improvements, and digital banners.
* Advanced knowledge of garment construction, Adobe Photoshop, Illustrator, InDesign and Microsoft.
* Designing creative media campaigns, publishing, for companies and non-profit organizations.
* Photographer focused on wedding, engagement proposals, portraits and urbanism, editing pictures using Adobe Lightroom, Lens Distortion and Lightroom Mobile.
* As a photographer: Ideate, shoot, and edit short-form video, looped imagery, and other emerging formats.
* Cover a variety of news stories and events under deadline.

**PROFESSIONAL REFERENCES**

* Brian Coughlin (508) 509-8669‬
* Amie Horner