

GRAY AYER

GRAY@STUDIOK40.COM | 503.209.1281 | WWW.STUDIOK40.COM

EMPLOYMENT HISTORY:

Owner/Creative Director: Oct 08 - Present

Studio K40, Portland, OR

- Design digital and print marketing materials. This includes, but is not limited, to websites, logos, business cards, flyers, magazine covers and brochures
- Front-end web development using xhtml/css, javascript, and Wordpress
- Client prospecting and lead development
- Bookkeeping & invoicing

Lead Web Developer & Office Manager: April 07 - Oct 08

Build Creative Group, Portland, OR

- Designed & produced print marketing collateral including brochures, business cards, corporate letterhead, direct mail postcards, animated banner ads, & user manuals
- As Lead Web Designer & Developer, I contributed to all aspects of web design including information architecture, concept design, illustration, web development, and storyboarding
- Responsible for all facets of website implementation: wrote proposals, defined project scope and specifications, estimated and managed project budgets, and developed and managed schedules. Established excellent client communications and relationships to ensure all projects were delivered on time and error free
- Managed office
- Bookkeeping & invoicing

Marketing & Office Manager: Nov 06 - April 07

Affinity Realty, Portland, OR

- Researched, wrote, designed, proofread, and coordinated the printing and mailing of all marketing materials including flyers, postcards, client packets, newsletters, online property advertisements, and the businesses website. Planned and implemented marketing events such as First Thursday art openings and housewarmings
- Maintained the smooth functioning of a branch real estate office through transaction coordination, meeting facilitation and note keeping, keeping track of schedules and appointments, and light bookkeeping
- Provided information technology support and maintained office computer network
- Worked as the main support person for a four-agent realty business

SKILLS AND ABILITIES:

SOFTWARE COMPETENCY

Photoshop CS4	Flash CS4
Illustrator CS4	InDesign CS4
Dreamweaver CS4	Microsoft Office

WEB-RELATED SKILLS

XHTML/CSS	Javascript
Wordpress	jQuery

EDUCATION:

- *Portland State University, Portland, OR*
June 2005
Bachelor of Arts in Community Development,
Minor in Real Estate Development.
Dean's List, Cum Laude, GPA: 3.73
- *Portland Community College, Portland, OR*
2010 to Present
Continuing education in Computer Sciences

POLITICAL CAMPAIGNS & COMMUNITY PROJECTS:

Tribal Convergence Community Gathering, Obama 2008 Campaign, VisionPDX, Oregon League of Conservation Voters, Friends of Sten, Bark, Portland Collective Housing, City Repair

PROFESSIONAL REFERENCES:

- Dawn Lilljenquist, Owner, Build Creative Group
(503) 805-6147
- Tracey Henkels, Broker, Affinity Realty
(503) 715-6140