

BEN POLATIN

RESUME

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PROFESSIONAL EXPERIENCE

APRIL 2006 - PRESENT

COMMUNICATIONS SPECIALIST / GRAPHIC DESIGNER

Public Employee Retirement Administration Commission (PERAC)
Commonwealth of Massachusetts
Somerville, MA

- Thirteen years of accomplishment cultivating design, communications, project management, and production skills that have successfully concluded many projects.
- Lead Designer and Content Manager of PERAC's intranet
Redesigned an outdated and rarely used intranet to make a useful tool for staff to work more efficiently.
- Developed a streamlined procedure to transfer large collections of PERAC's paper publications to electronic files using a Flash interface for content navigation.
Due to increased efficiencies, this process is being implemented throughout multiple sectors of the organization.

2005 - PRESENT

FREELANCE DESIGN

- Logo creation and brand identity development.
- Design and create HTML and Flash based websites.

MAY 2004 - JULY 2005

DESIGN ASSISTANT

Nimka Advertising
Boston, MA

- Designed, developed, and produced print advertisements and Flash websites.

EDUCATION

2003 - 2004

SCHOOL OF THE MUSEUM OF FINE ARTS

Boston, MA
Continuing Studies in Graphic Design

- Layout and Composition
- Typography
- Software Training
- Print Production

1998 - 2002

HARTWICK COLLEGE

Oneonta, NY
Bachelor of Arts in Art

- Glassblowing
- Art History
- Graphic Design
- Photography

SOFTWARE PROFICIENCY

MAC AND PC

