

DAMON MONTANEZ

Graphic Designer & Digital Asset Management (DAM) Administrator
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About me...

I am an experienced Graphic Designer and Digital Asset Management (DAM) administrator, with a background in both print & digital design and production.

Tools of the Trade

Creative Apps: *Adobe CC Suite* (Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Premiere, After Effects), *Affinity Suite of Apps* (Designer, Photo, Publisher), *3D Apps* (Blender, SketchUp)

Productivity Apps: *MS Office Suite* (Excel, Word, PowerPoint, SharePoint, OneDrive, OneNote, Outlook)

Internet Technologies: *HTML, CSS, WordPress, JQuery*

CMS DAM Apps: *Veeva* (Custom CMS for DAM)

Other: *Canva, Keynote, Google Docs, Jira*

Platforms: *Mac OS & PC Windows*

Employment History

2023 – Present

Freelance work as Graphic Designer

Jul 2018 – Apr 2022

Tag. (Design & Branding Agency) – Thousand Oaks, CA

Title: **Digital Asset Management – Team Member**

Responsibilities:

- Processing digital assets, including print, internet, and video, into a custom CMS – Veeva archive.
- Tagged and categorized assets and preformed reviews of legal usage rights documentation for intellectual property; including photos, illustrations, actors, music, and video.
- Collaborated with internal teams to distribute digital materials internally and externally to suppliers and vendors.
- Generated reports using MS Excel & PowerPoint.

Oct 2017 – Jul 2018

Ernest Packaging Solutions – Thousand Oaks, CA

Title: **Digital Asset Management – Team Member**

Responsibilities:

- Processing digital assets, including print, internet, and video, into a custom CMS – Veeva archive.
- Tagged and categorized assets and preformed reviews of legal usage rights documentation for intellectual property; including photos, illustrations, actors, music, and video.
- Collaborated with internal teams to distribute digital materials internally and externally to suppliers and vendors.
- Generated reports using MS Excel & PowerPoint.

Employment History (Continued)

Oct 2012 – Oct 2017

Aisle 9 Group / A Division of Ernest Packaging (Design & Branding Agency) – Thousand Oaks, CA

Title: Senior Production Designer

Responsibilities:

- Layout design & production on various projects including packages of all kinds, POP displays, flyers, brochures, posters, tradeshow booths, websites, and video projects.
- Product categories included foods, beverages, cleaners, sporting goods, cosmetics, pharmaceuticals, first aid, housewares, hygiene, etc.
- Press check services performed onsite for printed projects.
- 3D models and renderings created for packaging, displays, and tradeshow booths – also used to help vendors create specs and dielines for various projects and the 3D renderings were used in marketing materials.

Feb 2005 – Oct 2012

The Vyant Group, a Division Marfred Industries (Design & Branding Agency) – Thousand Oaks, CA

Title: Senior Production Designer

Responsibilities:

- Production and design services for print, internet, and other digital media related projects for various product categories and performed onsite press checks as needed.
- Generated reports using Microsoft Excel & PowerPoint.
- Note: Marfred Industries purchased Gateway Arts and created “The Vyant Group”. (see previous date)

Jan 2004 – Feb 2005

Gateway Arts (Design & Branding Agency) – Thousand Oaks, CA

Title: Production Designer

Responsibilities:

- Production and design services for print, internet, and other digital media related projects.
- Note: Gateway Arts was purchased by Marfred Industries (see next date)

Nov 2003 – Dec 2004

Contract Work (Aquent Partners Talent Agency) – Thousand Oaks, CA

Title: Production Artist

Responsibilities:

- Onsite contract worker at a pharmaceutical company in Thousand Oaks, CA.
- Production Design services for company branded products which included print and digital materials. Strict product guidelines and production procedures were followed to insure quality control and accuracy on all projects.

2002 – 2004

Contract Work (Aquent Partners Talent Agency) – Los Angeles & Ventura, CA

Title: Production Artist & Designer

Responsibilities:

- Aquent Partners represented me in various contract positions as a Production Artist and Designer. I worked for various clients within this time period.

Employment History (Continued)

Jan 1999 – Nov 2001

Nestlé (Internal Design Department) – Glendale, CA

Title: **Production Designer**

Responsibilities:

- Performed Design & Production services for various projects including packaging, large format printing, poster mounting, print buying, and press checks.

Education

California State University Northridge (CSUN)

(Northridge, CA)

Bachelor of Fine Arts (BFA); Studies included graphic design, illustration, painting, photography, life drawing, and video production.

Moorpark Community College

(Moorpark, CA)

Art and Design courses for the completion of a Bachelor of Fine Arts at CSUN.

Learning Tree University (Certificate Program)

(Los Angeles, CA)

Web Design Certificate Program with courses in Dreamweaver, Flash, Information Design, HTML, and CSS.

Additional Training (Online Training Courses)

Studies included:

- Web Design Courses: Dreamweaver, HTML, CSS, JQuery/Java script, Bootstrap, WordPress
- 3D Modeling Courses: Blender, SketchUp
- General Graphic Design Courses: Adobe Creative Suite refresher courses

Royal High School (Simi Valley, CA)

Diploma – Emphasis in Art and Science