

# Jeff D. Keffer

## what i want to do

achieve results | satisfy clients  
assist the design team wherever necessary  
manage office work flow, production & delegation

## how will i do it?

with a positive disposition & heady design direction  
by using proficient problem solving & organizational skills  
through taking ownership in personal responsibilities  
because i'm meticulous, passionate, creative & thick-skinned

## design & production experience

design-to-print from concept to completion  
digital pre-press for all forms of printed media  
indesign | illustrator | photoshop | quark x-press  
microsoft office | freehand | pagemaker | corel draw  
manage, edit, organize, backup & archive all client files  
working knowledge of the Apple & IBM platforms

## notable freelance & honors

3 beverage pkg design awards | boulder beer company  
rack cards & sales collateral | embassy suites | denver  
menus, rack cards & sales collateral | hilton hotel | tulsa  
2 wildlife booklet designs | us fish & wildlife department  
mktg collateral & sales designs | sheraton-starwood hotels  
hot-to-go packaging designs | nestle handheld foods group  
logo design & collateral | windsor hospitality | international

## education

texas christian university | fort worth, texas  
bfa | communication graphics | december 1994  
cascia hall preparatory high school | may 1988

## work experience

### inktown design, llc. 08/2008 - present

(print brokerage & design company | tulsa)  
owner, art director, designer & print sales  
personally launched my own design firm

### graphic dimensions, llc. 10/2002 - 08/2008

(print brokerage & design firm | denver)  
art director, graphic design, prepress & sales  
managed personal & company clients

### mind's eye studio, inc. 03/1998 - 10/2002

(graphic design studio | denver)  
art director & graphic designer  
got my feet wet managing company clients

### the collector's edge 04/1997 - 03/1998

(sports trading card company | denver)  
production artist & designer  
earned my wings as a designer in a large company

### raymond enterprises 04/1996 to 04/1997

(printing company | denver)  
warehouse & shipping manager  
grew my organizational skills  
got my foot-in-the-door toward my next job

### the restaurant at 2300 riverside (&) jody walls & company catering 12/1994 to 03/1996

(upscale gourmet cuisine | tulsa)  
assistant chef & catering manager  
learned how to cook, and run a kitchen

## contact me

303-587-5358 | [jkeffer@usa.net](mailto:jkeffer@usa.net)

more info: [www.inktowndesign.com](http://www.inktowndesign.com)

(additional portfolio pieces available)