



MATTHEW EDWARDS DOW

SUMMARY Self-motivated hard worker with advanced experience in client relations and the design and automotive industry. Ability to work individually or with groups to ensure the accuracy, quality and overall success of the objective.

EDUCATION 2006 Bachelor of Arts, California State University Long Beach

EMPLOYMENT

2006-Current Freelance Graphic Design Various Clients

- Manage and maintain strong working relationships with numerous clients producing different projects and meeting competing deadlines
- Reach out to potential clients to discuss marketing strategies and brand identities
- Creation of various company identities which includes, logo design, website and print material
- Develop long term relationships with various companies and clients
- Execute the accuracy and effectiveness of numerous websites through constant review and evaluation

2006-2008 Field Claims Adjuster (Level 2) Infinity Auto Insurance

- Executed the investigation, evaluation and settlement of assigned property and casualty claims for auto insurers
- Managed policy coverage issues and provided coverage resolution
- Evaluated motor vehicle inspections and wrote damage estimates using the CCC Pathways estimation software and organization programs such as Excel
- Maintained a high claim closure percentage while working both field assignments and office duties.
- Explained detailed policy coverage issues and provided coverage resolution
- Developed long term relationships with various body shops and dealers

2000-2003 Sign and Banner Specialist Kinko's (FedEx Office)

- Executed the creation and output of signs and banners, operating oversized printers, copiers and other print related machinery
- Developed relationships with clients, discussing their needs and expectations for design work

QUALIFICATIONS Over 10 years of advanced knowledge of computer programs such as Adobe Photoshop, Adobe Illustrator, Adobe Indesign and Final Cut. Proficient knowledge of Microsoft Office (including Word and Excel), Basic knowledge of HTML and Dreamweaver