
Raju Tavadia

Graphics / Video Consultant

- ❑ Expert user of Photoshop, Illustrator, PowerPoint, Word, Excel, Acrobat and Vegas
- ❑ Quark, MapInfo, Premiere, Media 100, Flash, Access, Dreamweaver and HTML/CSS
- ❑ Seasoned user of Windows, Macintosh and Unix systems

Work Experience

Imagedog Media	Graphic Artist (Consultant)	September 2003 > Present
-----------------------	------------------------------------	------------------------------------

- ❑ Graphic design of flipbook and screenshow presentations primarily for Pfizer Corporation
- ❑ PowerPoint, Photoshop, Illustrator, Quark, Word and Excel
- ❑ Scanning, retouching and compositing; illustration and logo tracing; visualization and job coordination

Bank of America	Presentations Operator	Mar 2003 > August 2003
------------------------	-------------------------------	----------------------------------

- ❑ Pitchbook editing using PowerPoint, Photoshop, Word and Excel
- ❑ Special projects, quality control, proofreading

CIBC World Markets	Video Editor (Consultant)	Mar 2003 > Present
---------------------------	----------------------------------	------------------------------

- ❑ Editor and co-director of deal-end gag reels on Vegas
- ❑ Extraction of footage from varied digital and analog sources (DVD, VHS, MiniDV, Hi8)
- ❑ Extreme deadlines on high-profile, VIP-oriented projects

JPMorgan Chase	Presentations Lead Operator	Apr 2002 > Oct 2002
-----------------------	------------------------------------	-------------------------------

- ❑ DTP using PowerPoint, Word, Excel, MapInfo, Photoshop and Illustrator
- ❑ Focus on special projects, tight deadlines; designated "cleanup hitter"
- ❑ Quality control, proofreading, file maintenance, customer service backup

Now and Then Productions	Video Editor (Consultant)	Nov 2001 > Present
---------------------------------	----------------------------------	------------------------------

- ❑ Editing and other post-production on long-term independent film using Vegas
- ❑ Technical consultant, original music and photographic footage

Credit Suisse First Boston	Graphic Designer	Dec 1999 > Apr 2001
-----------------------------------	-------------------------	-------------------------------

- ❑ Pitchbook and screenshow design and editing using PowerPoint and MapInfo
- ❑ Logos, scanning and special event posters with Photoshop and Illustrator
- ❑ Customer service, tech support, phone support for offices in New Jersey, London and Hong Kong
- ❑ Traveled to national conferences to provide on-site expertise

SG Cowen	Presentations Operator	Dec 1998 > May 1999
-----------------	-------------------------------	-------------------------------

- ❑ Unsupervised DTP using Word, Excel, PowerPoint, Photoshop and Illustrator
- ❑ Customer service, job estimating and logging, workflow management
- ❑ Phone support for satellite offices; proofreading and quality control

Bear Stearns	Floor Support	Oct 1997 > Dec 1998
---------------------	----------------------	-------------------------------

- ❑ Floor support and trainer for 50 users on MS Office and PC DOCS systems
- ❑ Supervision of new operators and evaluation of their performance
- ❑ Front desk support; customer service, deadline negotiation and workflow management
- ❑ Promoted to Floor Support after only three months as an operator

Education

LAN Solutions	1995 > 1996
----------------------	-----------------------

- ❑ Over 400 hours of hands-on Novell Netware CNE tutorial

City College of New York	1992 > 1995
---------------------------------	-----------------------

- ❑ Approximately 80 credits completed towards a BS in Computer Science; full scholarship
-