

**Neil Patrick Roa**  
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**Professional Qualifications**

- Eager to learn, self-motivated, and dependable
- Detail-oriented and analytical in information and design
- Articulate, diplomatic, and capable of receiving and delivering critique
- Work efficient cross-platform in both Mac and Windows operating systems
- Competent with digital SLR photography and equipment
- Versed in Sharp, Xerox, Epson, and HP printing equipment and Fiery software

**Software Skills**

Mastery of industry-standard software, including:

- Adobe Photoshop, Adobe Lightroom, and Adobe Bridge
- Adobe Illustrator and Sketch 3
- Adobe InDesign and Adobe Digital Publishing Suite
- Microsoft Office Suite, Google App Suite and Adobe Acrobat

Working knowledge of other industry software and systems, including but not limited to:

- WordPress, Wix, and Squarespace
- Evernote, Basecamp and Slack
- Hootsuite, TweetDeck, and Constant Contact
- Adobe Premiere, Adobe Soundbooth, and Final Cut Pro

**Education**

The Art Institute of Charleston — Graduation Date: December 2014  
*Bachelor of Fine Art: Graphic Design*

**Professional Experience**

Owner & Managing Director 01/2011 – Present

**Roa Visions**

- Lead team through project development and production
- Develop and implement strategic planning in marketing
- Spearhead collaboration between creative professionals

Solutions Coordinator, Project Manager, and MPS Specialist 03/2016 – Present

**The Office People, dba Charleston Imaging Products**

- Collect, organize, and maintain customer account and service data
- Coordinate with technicians and administration to dispatch service and supplies
- Developed and implemented on-site customer training programs
- Analyze and calculate records and account data for billing cycles

Freelance Graphic Designer 08/2015 – Present

**BlueKey, Inc**

- Develop different visual assets for projects in both digital and print
- Work within brand style and assets to maintain visual consistency
- Produce project extensions independently in collaboration with creative director

Design Intern 03/2015 – 08/2015

**Blue Ion**

- Composed concepts and drafts under supervision of creative director
- Developed different visual assets for projects in both digital and print
- Identified market and purpose to research competitive strategy

Graphic Design Intern 10/2014 – 12/2014

**BiblioLabs**

- Assisted team with various marketing design and preparations
- Organized materials for trade shows and helped develop visual displays
- Collaborated closely with copywriting, sales, and administrative teams

Studio Manager, Print Technician, IT & Equipment Cage Assistant 07/2012 – 08/2014

**Print, Ink. / The Art Institute of Charleston**

- Operated and maintained high-volume print equipment and supplies
- Lead team and facilitated workflow, quality control, and staff training
- Installed and maintained equipment and software on-campus and for rental
- Provided general user-level support to faculty and students

**Achievements and Awards**

- The Art Institute of Charleston “Most Outstanding Portfolio” Award – December 2014
- The Art Institute of Charleston Dean’s List
- The Art Institute of Charleston “Hooked on Success” Design Competition – June 2013
- James Island Connector Run Design Competition – October 2012
- People Against Rape Design Competition – September 2012
- Keys For Hope Design Competition – May 2012

**Volunteer Experience**

- Refresh Charleston
- Revolve Conference

*Professional references available upon request*