



# Richard Gricius

159 N Marion St #111  
Oak Park, IL 60301  
(815) 531-5153  
Richard@heltkin.com

## Education

**Dominican University, River Forest, Illinois**  
**Bachelor of Arts, Magna Cum laude – May 2nd, 2009**

**Major:** Graphic design  
**GPA:** 3.7/4.0  
**Awards:** Named in District V CASE Gold award

## Computer Skills

**Languages:** HTML and CSS, JavaScript, Some PHP  
**Systems:** Microsoft Windows 2000 and XP, Macintosh OS X Tiger and Leopard  
**Software:** Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, and Flash;  
Microsoft Word, Excel, Access and Publisher; OpenCMS, Joomla, wordpress

## Personal Skills

Emphasis on practicality, clarity, and research. Warm demeanor, works equally well with others and alone. Highly developed verbal skills, willing to communicate and listen. Well developed hand skills (printing, book and pamphlet creation).

## Experience

**Dominican University Office of Marketing and Communications, River Forest, Illinois**  
**Digital Asset Management May 4, 2009 – September 1, 2009**

Contracted to tag, optimize and organize over 600 gigabytes of photos, create a process to ease searching and availability of photos, as well as train others in the applications/process. Work with Archives Department to create standards for photo preservation. Work with web production artist on overflow projects.

**Senior Production Assistant October 2007 – April 30, 2009**

Proofread and make changes to internal and external publications and mailings. Process photographs for print and web. Photograph various smaller events. Update Dominican University website, create e-cards, banners, buttons, webpages. Train and assist content Mangers on updating internal sites. Design and update postcards, newsletters. Translate print publications for electronic use. Archive samples, photos, old files and projects. Clean up and organize old archiving system. Prep files to be sent to printers. Meet with clients and deliver orders.

**Stephen Kinzer, Oak Park Illinois — StephenKinzer.com**  
**Web Design and Maintenance May 2008 - Present**

Overall design, implementation and upkeep of site.  
Negotiate with web host and process email lists.

**Institutional Advancement, Dominican University, River Forest, Illinois**  
**Freelance Graphic Design Spring/Summer 2007; Spring/Summer 2008**

Designed posters for the annual Benefit and Reunions  
Created programs, auction sheets, booklets for various events.  
Remained on hand for last minute changes and set up help.

**Chicago School of Mold Making, Oak Park Illinois — ChicagoMoldSchool.com**  
**Marketing Assistant/Contractor April 2009 - Present**

Clean up old website code and make it search engine friendly.  
Launch new wordpress microsite (ChicagoMoldschool.com/latest) and train users.  
Process photos for print and web. Prepare e-mail newsletters and announcement.