

Alan LeDoux

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Dallas, TX 75216

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682-465-2556

November 11th, 2024

Dear Hiring Manager,

My passion for new media and visual arts coupled with a strong work ethic with 10+ years of experience in graphic design in a lead role for various small and large companies makes me an ideal candidate for this position. As such, I am submitting this letter as my application.

As a graduate in Interdisciplinary Art and Design, I have had the unique opportunity of being exposed to various disciplines in visual arts and new media thus providing me with a wide skill set to take on several jobs. This experience has led to my eagerness to break into a career in graphic design. While working in this role, I've been introduced to numerous disciplines, styles and techniques in graphic design and multimedia. Furthermore, my employment as a supervisor for the United Parcel Service included a commitment to maintaining quality while working in a fast paced environment by directing packages to their correct location, time, and condition as well as finding, communicating, and correcting discrepancies as they transpired. This position developed in me the critical communication skills and attention to detail that I believe are necessary while being affective in graphic design. While as a manager & lead graphic designer, I've designed artwork and presentations for a wide range of projects within digital printing, and architectural design. While in these roles I've helped with promotional marketing and advertising for numerous industries such as construction, real estate, architectural firms, hotels, and restaurants while also managing and mentoring designers with critical feedback on design, and propose alternate solution ideas as needed.

I have lots of energy and enthusiasm to commit to this work and would enjoy having the opportunity to contribute this energy and experience to your company. I look forward to hearing from you soon. Thank you for your time.

Sincerely,

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Summary of Qualifications

- 10+ years experience with both graphic design and multimedia software.
- Designed for both small and large format printing including some website design.
- Mentored other designers with critical feedback on design, and solution ideas as needed.
- Keen eye on attention to detail.
- Knowledge of CAD and the ability to read and interpret blueprints.
- Great working in a group setting while thriving in a challenging environment.
- Exceptional leadership and interpersonal skills having over 10+ years of supervising and lead roles.
- Motivated individual who enjoys learning new skills.
- Great at analyzing and problem-solving.

Education

University of North Texas

Denton, TX

BA - Dec 2010

Major: Interdisciplinary Art and Design

Proficiencies

Software: Microsoft Office, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Autodesk Maya, Autodesk Mudbox, Onyx Postershop 11, Corel Draw, Blender.

Work Experience

Manager/Environmental Graphic Designer

Dallas, TX

July 2022 – October 2024

Fource Communications

- Worked with Design and Architectural firms to help interpret client needs and develop appropriate collateral and signage packages.
- Mentored other designers with signage packages, and solution ideas as needed.
- Balanced multiple tasks and commitments to meet and exceed project deadlines and goals.

Lead Graphic Designer

Dallas, TX

September 2015 – July 2022

DFW Hightech Signs

- Oversaw entire companies advertising and marketing needs.
- Created layout designs and proposals for numerous clients.
- Prepared and supervised all graphic material to ensure quality and accuracy of designs.
- Maintained and updated company website along with biweekly newsletters.

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Graphic Designer/Production Southlake, TX July 2012 - September 2015

Design Werks

- Developed artwork and layout for print both small and large format printing.
- Edited and maintained artwork across a variety of company projects including, logos, colors, and images.
- Helped with laminating, weeding, and welding along with performing numerous sign and vehicle production tasks while utilizing equipment.

Freelance Graphic Designer Fort Worth, TX May 2011 - July 2012

In-House

- Designed business cards, brochures, banners, and signs along with basic web design layouts.

Hub/Scanning Supervisor Grapevine, TX July 2007- Jan 2010

United Parcel Service

- Monitored database for proper package destinations and scanning errors while making proper corrections.
- Directly supervised seven to ten part-time package handlers.
- Trained, developed, and held work-groups for new employees.
- Responsible for safety, production, and attendance.