

Cliff Losak

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www.clifflosakgraphicdesign.com



PROFILE:

An award winning graphic designer possessing superior design sense and creative abilities. Highly proficient working with all components of graphic and website design software. Successful at meeting aggressive deadlines. Solid team leader/player.

COMPUTER & TECHNOLOGY SKILLS:

- Quark XPress
- Adobe Creative Suite
- Microsoft PowerPoint, Word, Excel
- HTML and CSS

RELATED EXPERIENCE:

Montclair Times – Montclair, NJ

July, 2006 – August 20, 2010

Pre-press: Paginator – *The Item of Millburn and Short Hills.*

- Responsible for the pagination of a weekly publication. This includes, but is not limited to:
 - Monitoring and enforcing the editorial styles
 - Following layouts from editorial
 - Cutting stories to fit designated spaces
 - Meeting imposed deadlines
 - Paste-up experience

Graphic/Web Designer – *The Montclair Times.*

- Responsible for the design and execution of graphics, charts and web pages for weekly publications.
- Recipient of the New Jersey Society of Professional Journalists award for Informational Graphics for “Teen Drinking in Montclair” – January 24, 2008.

Independent Contractor

Freelance Web Designer

January 2006 - Retained by TPD Marketing Services to create Mortgage company homepage utilizing HTML and Flash elements

Belle Creative Solutions - Montvale, NJ

August 2005 – January 2006

Graphic Designer

- Responsible for designing client marketing pieces. This includes, but is not limited to:
 - Design, create and print internal/external marketing pieces such as newsletters, posters regarding company events and broadcast emails for clients
 - Review and critique designs including graphics and layout of graphic designer's projects
 - Order toner/printer and supplies for the department
 - Meet with Chief Marketing Officer to discuss the designing of marketing pieces

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WORK HISTORY :

Innodata Corporation – July 1992 – March 2003

Facilities Manager – Responsibilities include but not limited to:

Procurement:

Canvass and purchase hardware and software requests received from all corporate facilities. Initiate RMA for replacement or credit.

Shipping and Receiving:

Merchandise check-in and distribution. Maintain inventories as needed.

Knowledge of freight procedures and overseas transport. Responsible for forwarding computer equipment and miscellaneous hardware to production facilities in Manila, Cebu, Sri Lanka and India.

Communications:

Responsible for maintaining current and archive client and invoice files. Supervised creation of Daily Report program. Ultimately responsible for timely routing of faxes and mail to executive and sales personnel.

Telecommunications:

Created and executed proposal for telecommunications system for central office facility, including voice mail and automatic attendant for after business hours. Arranged remote call forwarding for clients to contact offshore production facility without incurring long distance charges.

Qualify hardware required and coordinate with line activation. Maintain electronic inventory of client lease line connections.

Miscellaneous Responsibilities:

Maintain and service all office equipment as well as production hardware such as scanners and cutter.

Maintain upkeep of corporate apartment.

Liaison to building manager of corporate apartment as well as home office location.

Supervised interstate move of corporate headquarters of this data conversion and imaging firm from Brooklyn, New York to Hackensack, NJ.

ACCOMPLISHMENTS:

Authored and maintain the following websites:

<http://www.aharinc.org>

<http://www.clifflosakgraphicdesign.com>

<http://www.clifflosakvoiceovertalent.com>

EDUCATION:

The Chubb Institute, Parsippany, NJ

Certificate, Multimedia and Web Design

Honors Graduate

Artwork displayed at Chubb Parsippany Campus

November 2004

Queens College, Queens, NY

Fine Art

Bachelor of Arts in Fine Arts

NY Technical College, Brooklyn, NY

Commercial Art

Associates Degree in Commercial Art