



CONTACT

anthonybalke.com
Johnstown, Colorado

EDUCATION

BACHELOR OF FINE ARTS (BFA)

CONCENTRATION OF COMMUNICATION DESIGN
Metropolitan State University of Denver • Graduated 2010

MY SKILLS

Print Design, Branding/Identity, Web Design,
UX/UI Design, Video, Network Administration
Mac & PC IT Support, Event Audio Visual
and Production, Digital Signage
Design and Management

SOFTWARE

Photoshop, Illustrator, InDesign, Premier,
After Effects, Audition, Office 365 Suite,
Four Winds Interactive Signage,
Nutrislice Digital Menu Signage

WEB EXPERIENCE

HTML5, CSS3, PHP, Wordpress, ModX, Shopify

AWARDS

2017 MARCOM (Marketing Communication) Awards
Platinum - Printed Recruitment Brochure
Gold - Web Interactive Capabilities

References are available on request.

EXPERIENCE

GRAPHIC DESIGNER

UNIVERSITY OF COLORADO BOULDER. • MAR 2016 - PRESENT

As a Graphic Designer for the CU Boulder Student Affairs Department, my main responsibility is to create design solutions that cater to both current and prospective students and staff. To accomplish this I manage over eighty digital signs spread throughout campus, design and source custom t-shirts and items for giveaways, as well as create marketing packages for weekly events including posters and social media graphics. In addition, I support other units within Student Affairs by helping to create new marketing ideas and the printed or digital marketing materials to go with it. In July 2017, I started managing a small group of students who are part of the university's design program. I mentored them in design and client relations, while trying to create a environment that will help prepare them for any future job after they graduate.

DESIGNER & IT/AV MANAGER

ESG FOR IMPACT CONFERENCE • FREELANCE • AUG 2011 - PRESENT

Over the 10 years that I have been working with the ESG for Impact! Conference (formerly SRI Conference) I have had many responsibilities. Initially, I helped to support the IT team volunteers in breakout sessions and running the plenary presentation computers. With each year my responsibilities have grown and now include: training and managing the expanding IT team, directing the general session shows and coordinating with the conference producers, speakers, and the AV team to ensure the show goes smoothly, designing event signage as well as the conference notebook, illustrating custom maps and graphics to support those materials, photographing the general session presentations, and finally, editing video and audio recordings of each of the sessions for attendees to view after the conference has completed. In addition, I have been responsible for the building and maintenance of the conference's website, which included a custom and complex system for the yearly conference agenda including integrated systems for speakers and rooms.

SENIOR GRAPHIC & WEB DESIGNER

STORTZ DESIGN, INC. • MAR 2010 - APR 2016

As a Senior Graphic & Web Designer at Stortz Design, my responsibilities included managing multiple web and print based projects for multiple clients simultaneously, maintaining fifteen or more websites for clients, maintaining and growing client relationships through personal service, keeping up to date with graphic and web best practices and trends, maintaining all technology at the office, maintaining backups and security of office data, training staff on programs and office practices, office work including managing bills, invoices, and ordering supplies.

GRAPHIC & WEB DESIGNER FREELANCE • 2008 - PRESENT

As a Freelance Designer I have worked on a wide range of projects from brand identities and websites, to wedding invitations and video editing. I have worked with clients like startup bakeries, high performance auto part importers, and tax preparation franchises. I have built and continue to maintain over twenty websites for clients.

SERVICE DESK TECHNICIAN CITY OF ARVADA • FEB 2008 - DEC 2009

While working for the City of Arvada, my job was to work as a team member in the information technology department and ensure that all computer systems were functional for nearly 700 city employees and police officers. As a Service Desk Technician I would answer phone calls and emails from employees with technical issues, create work orders and troubleshoot issues using past experience, internet research, and collaborating with system vendors. In addition I often was in charge of setting up and installing new equipment purchased by departments including printers, computers, peripherals, and software.