



Hello,

My name is Frank Dufay, and I am contacting you because I have a strong interest in working in graphic design. Experienced in Photoshop, InDesign, Illustrator, Freehand, PageMaker, HTML, CSS and more, I have produced for business, friends and my own projects.

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My interest in art has been a constant in my life, including drawing, painting, music and theater, but it wasn't till age 17 that I got very serious about graphic design in particular. I've studied typography, "clean" design and communication and the history of page and book design. I have created logos, branding themes, books and workbooks, resumes, posters, music albums and marketing/presentation materials.

My primary concern in graphic design is to attract the audience with beauty, simplicity and grace, then to keep them interested with concise and useful information.

I built my own web site, using CSS, which includes the logo and look I created for my musical project: [www.frankdufay.com](http://www.frankdufay.com). There you can also see a few of the posters I've created. To see a full catalogue of my work, I can send you my portfolio upon request.

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I will bring a long term commitment to an upbeat and professional environment. I am a strong learner, enjoy responsibility and problem solving and look forward to the opportunity of working with you.

Thank You,

Frank Dufay

FRANK DUFAY  
5131 MCDONELL AVE  
OAKLAND, CA 94619

(510) 847-8296  
[WWW.FRANKDUFAY.COM](http://WWW.FRANKDUFAY.COM)  
[MUSIC@FRANKDUFAY.COM](mailto:MUSIC@FRANKDUFAY.COM)



Throughout my working career, I have had the chance to learn many skills; graphic design, computer hardware and software, music theories and technologies, cuisine, and inclusive management styles among others.

Following is a list of software I am fluent in:

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#### Design Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe PageMaker
- Macromedia FreeHand
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

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#### Video Software

- Final Cut Pro
- iMovie

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#### Music Software

- Pro Tools
- MOTU Digital Performer
- MOTU FreeStyle
- Finale
- Ableton Live
- Sound Studio

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#### Web Languages

- HTML
- CSS
- JavaScript



**Bread & Butter Cafe**  
Head Chef  
Portland, OR

03/06 - 08/07

I WORKED AT THIS BREAKFAST AND LUNCH CAFE PRIMARILY ON THE GRILL; MAKING SPECIALS, WORKING THE LINE, PREPPING, ETC. I ALSO DID CUSTOMER SERVICE, HOSTING AND ASSISTED THE CATERING BUSINESS.

**AI&G Insurance**  
Claims Assistant  
Portland, OR

10/01 - 08/05

WORKING MY WAY UP FROM MAIL CLERK TO CLAIMS ASSISTANT, I HELPED UP TO EIGHT CLAIMS ADJUSTERS HANDLE WORKERS COMPENSATION CASES THROUGHOUT THE WEST COAST REGION OVER MULTIPLE JURISDICTIONS.

**KBOO Community Radio**  
Sound Engineer  
Portland, OR

02/01 - 10/01

VOLUNTEERED AS THE BOARD ENGINEER FOR THE MORNING NEWS, SETTING UP AND COORDINATING LIVE ANCHORS WITH NEWS FEEDS, MUSIC AND SPECIAL PROGRAMS.

**Il Piatto**  
Line Cook, Prep Cook  
Portland, OR

08/00 - 03/01

CREATED DISHES AND PREPARED INGREDIENTS USED DURING DINING HOURS AT THIS UPSCALE ITALIAN RESTAURANT, WHILE ALSO MAKING BREADS, SALADS, APPETIZERS, SOUPS, PASTAS, LASAGNAS, ETC.

**Muu-Muu's Big World Diner**  
Breakfast Manager  
Portland, OR

05/98 - 03/00

I WAS THE BREAKFAST MANAGER AT THIS THAI-AMERICAN BISTRO, IN CHARGE OF CREATING NEW DISHES AND SPECIALS, RUNNING THE LINE, MAINTAINING HIGH QUALITY PRODUCT, ORDERING STOCK AND SUPPLIES AND ENSURING A RELIABLE WORKFORCE, ALL IN A HIGHLY ORGANIZED KITCHEN.

**The Belgard Group**  
Graphic Designer, IT Technician  
Hillsboro, OR

09/94 - 09/97

MY RESPONSIBILITIES AT THIS MANAGEMENT CONSULTING COMPANY WERE IN TWO AREAS. PRIMARILY, I WAS IN CHARGE OF DESIGN AND LAYOUT FOR NEW AND CUSTOMIZED PRINTED MANUALS AND WORKBOOKS THAT WERE CONTINUOUSLY BEING CREATED FOR OUR CUSTOMERS. SECONDLY, I SET UP AND MAINTAINED THE MULTI-OFFICE COMPUTER SYSTEMS AND NETWORKS.

**Belgard, Fisher, Rayner, Inc.**  
Warehouse Manager  
Beaverton, OR

09/93 - 09/94

04/90 - 08/92

OVERSEEING THE WAREHOUSE, I WAS IN CHARGE OF PACKAGING, SHIPPING AND RECEIVING, INVENTORY, QUALITY CONTROL AND UPDATING THE CUSTOMER DATABASE AT THIS MANAGEMENT CONSULTING BUSINESS.

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REFERENCES AVAILABLE UPON REQUEST