

# JOSEPH M. MONTE

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## EDUCATION:

Bachelor of Science in Graphic Design  
PENNSYLVANIA COLLEGE OF TECHNOLOGY,  
Williamsport, PA  
Graduated: August 2004

## SOFTWARE:

Adobe Photoshop  
Adobe InDesign  
Adobe Illustrator  
Adobe Audition  
Adobe Acrobat  
HTML  
CSS  
JavaScript  
InVision App  
Sketch  
Articulate  
FileMaker Pro  
Mac OS

## FREELANCE WORK:

### NEWS-LINE PUBLISHING

Monthly layout of editorial section for six healthcare publications

### BRAXLEY PROPERTY MANAGEMENT

Concept and design of logo

Designing marketing materials such as signage, business cards, polos, stationary

### PHILLYTAILGATE.COM

Designed and created promotional materials for upcoming tailgate events

### FRATERNAL ORDER OF POLICE LODGE 11

Designed brochure, letterhead, signage and other sponsorship materials for their annual golf outing

## EXPERIENCE:

### March 2021 - Current

#### COUNTY OF CHESTER - CHESTER COUNTY LIBRARY, West Chester, PA Van Driver

Deliver, pick-up and sort materials for upcoming deliveries

Pack items to be delivered each morning, load the vans and check with departments for any special items that are to be delivered

Unload materials, and deliver to internal Chester County Library departments

Organize and pack materials for next day's deliveries

Daily pick-up and drop-off of mail to Post Office

Fuel van fleet as needed

Drop off vans for repair and maintenance as needed

Daily management of part-time delivery schedule

Clean van room

Perform other duties, tasks, maintenance and special projects, as required

### April 2016 - March 2020

#### IN4MED INC., South Easton, MA Front-End UI Designer

Build show, content and stations for clients lead retrieval applications

QA all lead retrieval applications making sure there are no display or technical issues prior to start of conference

Build mobile meeting apps for clients when requested

Design, layout and development of digital displays, graphics and marketing e-mails for clients

Design and create wire frames and InVision App demos for new client sales presentations

### October 2010 - April 2016

#### PROGRESSIVE BUSINESS PUBLICATIONS, Malvern, PA Production Artist, Instructional Designer

Provide company wide graphic support for both upper management and marketing teams (logos, print collateral, posters, sales presentation graphics, e-books, web design and development)

Recreate and digitally enhance customer logos to be used on promotion products for Progressive Gifts and Incentives

Development of course landing pages for various Executive Education division's professional development sites

Layout and design of compliance posters for Progressive Business Compliance

Design and development of marketing e-mails for PGI, PBC, Executive Education and Publications divisions

Developed storyboards for Executive Education training courses

### May 2005 - May 2011

#### NEWS-LINE PUBLISHING, King of Prussia, PA Senior Graphic Designer

Managed all aspects of the ad/production department

Layout of entire health care magazine (22 issues per month)

Design and copyright medical advertisements for sales representatives

Post ads online twice a week on NEWS-Line.com

Responsible for completion and distribution of weekly promotions and deadlines

Create and upload online magazines

Designed promotions for magazines

Suicide proof all magazines before uploading to off-site printer

Production and printing of special student issues and conference inserts