



**Scott J.
Dell'Arciprete**

400 TradeCenter, Suite 5900
Woburn, MA 01801
978.590.9969
Scott@SJDellArciprete.com
www.SJDellArciprete.com

To Whom It May Concern:

I want to thank you for taking the time to consider me for the opportunity within your organization. My objective is to obtain a position where I can build upon my skills, gain knowledge from my peers, and take the next step in my career.

In 2003, I obtained an AS Degree in Graphic Design from Northern Essex Community College with high honors. I have spent the last ten years experiencing great success making creative contributions to many companies from start-ups to mid sized companies. These accomplishments have been made in essentially every aspect of the visual communications industry. As a seasoned and proven creative professional, I have improved the creative perspective of many diverse Corporations, Organizations and Foundations.

I am committed to delivering highly effective creative design solutions for both print and multimedia from concept to completion on time and within budget. I have also enjoyed a strong history of integrity and leadership while recruiting, assembling and refining talent for notable companies and campaigns.

I am highly skilled at Photoshop, Illustrator, Dreamweaver, InDesign, Flash, Quark Xpress, Acrobat, HTML, PHP, CSS, Windows and Mac OS.

The three primary verticals in which I have focused my business are Advertising, Print Design, and Multimedia. I feel equally comfortable with Business Development and Product Delivery, and feel I bring many valuable intangibles to the table. My combination of entrepreneurial savvy, creativity, and passion is what I hope separates me from the pack.

I would appreciate the opportunity to speak with you further about this opportunity within your company and have enclosed my resume for review.

Please feel free to review my some of my previous work at www.SJDellArciprete.com.

Thank you for your time, I look forward to speaking with you.

Sincerely,



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Profile

Over ten years of extensive design experience on both PC and Mac platforms in multimedia and print design.

- Exceptional collaborative and interpersonal skills.
- Dynamic team player with well-developed written and verbal communication abilities.
- Attentive to details and deadlines.

Software

Photoshop, Illustrator, ImageReady, InDesign, Dreamweaver, Freehand, Flash, Swish, Quark XPress, Acrobat, Microsoft Office

Work Experience 2009 - Present

Arch Creative Group | Woburn, MA
Creative Director

Founder of a full service marketing agency with a strong focus on graphic design, web design and SEO. Provide strategic leadership and design direction to a team of three design professionals. Maintain client and vendor relationships and manage all sales efforts.

- Develop projects from concept to delivery of interactive websites, printed materials and SEO campaigns.
- Create technical solutions for feedback forms using PHP.
- Provide solutions to clients using a variety of tools and methods including Flash, Swish, Photoshop, Illustrator, Dreamweaver, Quark XPress, InDesign, Acrobat, HTML, PHP, and CSS.
- Develop new business and maintain client and vendor relationships.

2003 - 2009

SpiderWeb Design Studio | Tewksbury, MA
Web Designer | Graphic Designer | Illustrator

Freelance designer that provided both technical and creative services to small and medium sized companies.

- Developed projects from concept to delivery of interactive websites and printed materials.
- Provided creative design solutions to clients.
- Developed new business and maintained client and vendor relationships.

1998 - Present

The Boston Globe | Boston, MA (*part time*)
Mailer | Member of Teamsters, Local 1

- Operate the GMA inserter to distribute the daily and Sunday Boston Globe and The New York Times.



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Work Experience
2000 - 2001

North Shore Office Solutions, Inc. | Beverly, MA
Service Manager | Graphic Designer

- Managed a team of five technicians that serviced Xerox copiers and printers.
- Designed sales proposals, brochures, business cards, and stationery.
- Designed and maintained company website

1995 - 2000

J.A.M Professional Services, Inc. | Peabody, MA
Field Service Manager

- Managed a team of eight technicians that serviced Xerox copiers and printers.

1987 - 1995

Xerox Corporation | Waltham, MA
Sr. Customer Service Engineer

- Serviced Xerox copiers and printers.
- Trained new hires.
- Assisted sales agents.

Education
2001 - 2003

Northern Essex Community College | Haverhill, MA
Associate Degree in Graphic Design with High Honors

1986 - 1987

ATI Woburn | Woburn, MA
Certificate in Electronics

1982 - 1985

Northeast Regional Vocational High School | Wakefield, MA
Graphic Arts Program

References and Portfolio Available upon request.