

Norman Eugene “Gene” Morris Jr.
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U.S. Citizen
Veteran’s Preference: None
Registered for Selective Service: Yes

SUMMARY

Creative professional senior graphic designer and photographer. Work history not only includes activities in the creative field but also developing and administering a program in the Foreign Service community. High degree of dedication and commitment to peak performance. Demonstrated ability developing conceptual pieces for print and web with a keen eye for design, layout, color, and typography. Talented photographer with a forte in nature, landscapes and architecture, but can also execute posed product shots and photojournalistic style wedding photography. Detail oriented, meticulous, and well organized. Skilled at developing written products that are clear and concise. Experienced at editing and proofreading. Knowledgeable about the printing industry and digital asset management. Works great alone or in a team environment and is always open to constructive criticism. **Reactivatable Top Secret Clearance.**

WORK EXPERIENCE

**Graphic Designer and Photographer
Freelancer, self-employed**

**9/1997 – Present
Worldwide**

Rate: \$70 USD per hour; Hours per week: varies/intermittent

Provide effective design solutions from concept to completion at agency standards that are delivered in a professional manner adhering to production principles, timelines, brand standards, and deadlines. Proven ability designing print and electronic communications: ads/brochures, corporate identities, marketing collateral, direct mail, publications, reports, newsletters, presentations, forms, trade show exhibits, posters, displays/signs, electronic media, web graphics/banners, and websites. Coordinate production with printers and other vendors. Skilled photographer shown in numerous exhibits.

- Working directly with the owner of IMAC Motion Control Corp., updated their website and created fresh new marketing collateral. Exceeded owner’s expectations with an increase in online traffic and sales.
- Designed and prepared the Pro-Am Golf Tournament Program for the Ronald McDonald House in Fairfax, VA. Collected corporate sponsor ads/artwork, created and manipulated graphics, proofread and coordinated production with printer. Surpassed the director’s expectations, which resulted in a repeat customer several years in a row.
- Helped organized an expat artist group exhibition while living in Warsaw, Poland, and participated by displaying photography. Designed poster and artist cards, which resulted in attracting people to the exhibition and recognition from the city.

Community Liaison Office Coordinator (CLO), FP-06-02

**1/2010 – 5/2011
Matamoros, Mexico**

U.S. Department of State, US Consulate General, Matamoros, Mexico

Supervisor: Gabriel Del Bosque, DelBosqueG@state.gov, 956-324-4053; May be contacted

Salary: \$46,079 USD per year; Hours per week: 20, Part Time

Served all agencies under Chief of Mission authority, primarily American employees and their family members, to maintain high morale at post. Developed and administered a program across the eight areas of CLO responsibilities. Assisted individuals in adjusting to post's environment, identified the needs of the community, and responded with services, events, information, guidance, and referrals. Advised post management, including the Principal Officer, on community matters. Served as a resource and an advocate for American employees and family members.

- First-ever CLO at Post, sat-up office from scratch. Supported a total of 62 Americans. Supported the arrival of 13 new families to post providing welcome materials, answering questions and coordinating sponsors. Received a cash award for my outstanding performance at the end of my tenure.
- Established a CLO resource library and created numerous publications for the community: welcome and orientation handbook, domestic staff guidebook, community newsletter, and medical handbook/physicians list. The community found these to be very helpful resources considering very little to nothing existed before.
- Advocated for family issues by opening the lines of communication between families and Post management, which were critical to boosting morale in a high-stress and dangerous environment.
- Built community by coordinating a number of events, including an eco-tourism trip, happy hours, holiday parties, a 4th of July family picnic and pool party, and workshops. All events helped raise moral at post.

Senior Graphic & Web Designer (*Federal Contractor at U.S. Geological Survey, Reston, VA*) **9/2004 - 6/2007**
G&B Solutions **Reston, VA**

Supervisor: Joe Johnson or Dennis Manning, 703-883-1140; May be contacted

Salary: \$5,494 USD per month; Hours per week: 40, Full Time

Co-managed the online image library of the National Biological Information Infrastructure (NBII) program at USGS; as well as creative services from concept to completion. Made recommendations to the Program Chief in the development of the library. Created documents and implemented new layouts for publications.

- Assessed the needs and requirements for an online image library to serve well-documented images of nature. Managed all technical aspects of the library. Developed image and metadata standards, implemented processes and procedures for collecting images and data, created a technical users guide, and provided training. Designed user interface and managed content of the library's website. Performed and supervised staff/volunteers in the digitizing, cataloging, and quality control of image data assets. Developed Statements of Work and Memorandum of Understanding agreements and provided assistance to partners contributing images. Reached our goal of 5000 image records in 2 years according to plan.
- Created visual communications for the NBII program to support other web development and publication efforts critical to the program's mission. Streamlined layouts of factsheets, exhibits, posters, and other publications for consistent branding. Coordinated trade exhibits and project deadlines with program managers.

Senior Graphic & Web Designer (*Federal Contractor at U.S. Geological Survey, Reston, VA*) **5/2002 - 9/2004**
Perot Systems Government Services (PSGS) **Fairfax, VA**

Supervisor: No longer with company

Salary: \$5,000 USD per month; Hours per week: 40, Full Time

See Description Under G&B Solutions

PRIOR WORK EXPERIENCE

Vice President & Landscaping Director (*Volunteer, approx. 5 hours per week*) **9/1999 - 12/2006**
Wethersfield Cluster Home Owner's Association **Reston, VA**

Supervisor: Joe Leighton, 703-453-0434; May be contacted

Coordinated all community landscaping and maintenance projects for a townhouse community. Selected contractors and secured quotes, maintained a tree care program, and facilitated tree work and removals. Organized community clean-up and beautifying projects. Other responsibilities included inspecting homes for exterior compliance of HOA regulations and enforcing parking regulations.

Art Director & Webmaster (*Volunteer, approx. 2-6 hours per week*) **9/1999 - 12/2006**
VA Tech Alumni Association: National Capital Region Chapter **Fall Church, VA**

Supervisor: Jack Hutcheson, 703-538-8831; May be contacted

Chapter's webmaster and designed and coordinated production of flyers, ads, signs, and other event materials.

Senior Graphic & Web Designer **9/1997 - 5/2002**
Output, Inc. **Reston, VA**

Supervisor: Linda Green or Mary Ortman, 703-437-1420; May be contacted

Salary: \$2,666 USD per month; Hours per week: 40, Full Time

Collaborated with account executives and clients on their needs for print and web solutions. Managed the design process from inception to completion for a wide array of print and web projects. Coordinated schedules, budgets, and client support. Acted as a liaison with printers. Mentored junior designers and served as in-house technical expert.

Graphic Designer & Photographer **8/1990 - 9/1997**
Litton Poly-Scientific (now called Moog Components Group) **Blacksburg, VA**

Supervisor: Bob Sterrett, 540-552-3011; May be contacted

Salary: \$2,166 USD per month; Hours per week: 40, Full Time

Provided art direction and design of creative services projects for the in-house creative agency of this Fortune 500 company. Worked with vendors, served as liaison with printers and service bureaus, and supervised an intern. Responsible for all company photography needs from product shots to corporate events.

EDUCATION

Bachelor of Art; Major in Art with a concentration in Graphic Design, 1990
VA Tech - Virginia Polytechnic Institute and State University, Blacksburg, Virginia

High School Diploma, 1985
Salem High School, Salem, Virginia

SKILLS / PROFICIENCIES

Mac and Windows platforms; **Software:** Adobe Creative Suite (InDesign, Photoshop, Illustrator, Dreamweaver, and Acrobat) and Microsoft Office Suite (Word, Excel, Powerpoint, Publisher); iMovie/iDVD, HTML. Past experience with: QuarkExpress, PageMaker. **Hardware:** Film and slide scanner, flatbed scanner, large format inkjet printer, digital SLR camera, copiers and other office equipment.

SELECTED PHOTOGRAPHY EXHIBITS

- 02/2010 Art District Business Center, International Artist's Collective Exhibit, McAllen, TX
- 12/2009 McAllen Artwalk, McAllen, TX
- 06/2009 Artomatic, Washington DC, www.artomatic.org
- 10/2008 U.S. Embassy Warsaw, Poland
- 08/2008 Translations – Expat Artist Exhibition, Komuna Otwock Gallery, Warsaw, Poland – also designed the exhibit poster and artists' postcards
- 2005/2006 Jo Ann Rose Gallery, Reston Photographic Society, League of Reston Artists, Reston, VA

TRAINING

- 05/2010 Travel Channel Academy 4-Day Travel Video Journalism Course, Washington, DC (Dept. of State Professional Development Fellowship Awardee)
- 03/2010 Professional Skills Development for CLO Coordinators, Washington, DC
- 2005 Nikon Seminar, Minneapolis, MN
- 2004 The How To Stretch Creative Conference, Washington, DC

AFFILIATIONS & MEMBERSHIPS

- 2011 Reston Photographic Society, League of Reston Artists, Reston, VA; Member
- 2009 Greater Reston Arts Center (GRACE), Reston, VA; Member
- 2004-2006 Reston Photographic Society, League of Reston Artists, Reston, VA; Member

REFERENCES

Michael Barkin Principal Officer, U.S. Consulate General Matamoros Mexico, Department of State
Phone Number: 956-592-5633 (personal cell)
Email: BarkinMA@state.gov
Reference Type: Professional

Gabriel DelBosque Management Officer, U.S. Consulate General Matamoros Mexico, Department of State
Phone Number: 956-324-4053 (personal cell)
Email: DelBosqueG@state.gov, elgabriel@yahoo.com
Reference Type: Professional

Greg Merritt Carfax; Manager, Partner Development Group
Phone Number: 703-934-2664
Email: gregdmerritt@aol.com
Reference Type: Professional/Personal

Michelle Kee G&B Solutions (no longer with firm); Graphic Designer
Phone Number: 703-400-4567
Email: rogueyuppie@yahoo.com
Reference Type: Professional/Personal

Ron Sepic US Geological Survey, NBII Information Liaison, Department of the Interior
Phone Number: 703-648-4218
Email: ron_seplic@usgs.gov
Reference Type: Professional