

# JIM MORTON

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## **PRESENTATION SPECIALIST**

Senior presentation specialist experienced designing and creating slide decks for digital screen shows. Expert knowledge of other multimedia software to create additional assets for use within presentations. Strong charting and animation skills. Experience working with all PowerPoint versions. Well-organized with demonstrated ability to effectively prioritize work and complete multiple assignments within strict deadlines.

## **PROFESSIONAL EXPERIENCE**

**THE CREATIVE GROUP** – *Paramus, New Jersey* 2005 – 2006, 2010 – Present

### ***Freelance Presentation Specialist***

Staffing agency temporary employee for short and long-term assignments. Provided on-site and off-site support creating slide deck screen show presentations. Clients include NBA, Torre Lazur McCann, KPMG, IPC Systems, Cardinal Health, Common Health and RevHealth. Worked with vice presidents, managing partners, studio and art directors.

- Advanced animations
- Create charts and graphs
- On-site audio visual support

**INGROUP, INC.** – *Wyckoff, New Jersey* 2006 – 2009

### ***Freelance Website Developer / Presentation Specialist***

Provided ongoing website, graphic and multimedia support for this communications and creative marketing company.

- Client interaction
- Develop original websites
- Site development using content management system
- Website maintenance
- Animated graphics and banners
- Convert, encode, embed video files
- Implement Flash components
- Create client and in-house presentations

**HACKENSACK UNIVERSITY MEDICAL CENTER** – *Hackensack, New Jersey* 1992 – 2005

### ***Freelance Presentation Specialist for Annual Board of Governors Presentations***

Provided design consultations for slides and digital screen shows for annual Board of Governors meeting. Worked with hospital's audio visual department obtaining data and photographs for use in presentations.

- Create 35mm slides
- Image slide files to film recorder
- Scanning
- Custom graphics
- Create charts and graphs
- Embed video
- On-site audio visual support
- Create seminar posters

**SIGMA ADVERTISING GROUP** – *Oradell, New Jersey* 2004 – 2005

### ***Freelance Multimedia Developer***

Selected by this full-service advertising agency for development of hybrid multimedia CD-ROM discs for Panasonic's Toughbook line of mobile computers. Presentation discs supported sales representatives targeting seven vertical markets. Coordinated with creative directors and account executives in determination of project scope. Project completed within challenging timeframe.

- Developed with Macromedia Director
- Created in compliance with Panasonic's advertising guidelines
- Reduced production time and costs through researching and utilizing pre-programmed scripts
- Delivered projects within deadlines and budget

**DRESDNER KLEINWORT WASSERSTEIN** – *New York, New York* 1993 – 2002

***Senior Presentation Center Specialist / Coordinator***

Brought on by this firm (formerly known as Wasserstein Perella) to develop screen show presentations conveying data and information about a specific company. Scope of responsibility included production of flow and financial data charts, photograph scanning, file ripping to color copiers, pitch book assembly, coordination of workflow and project distribution, incoming production work tracking and project interaction with financial analysts.

- Produced screen show presentations that augmented success of mergers and acquisitions of Fortune 500 companies.
- Initiated and implemented shift project status sheet that effectively informed incoming shifts of project status within production phase.
- Specialized in scanning, spot illustrations and logo recreation from bitmap to vector formats for use in PowerPoint presentations.

**PRUDENTIAL SECURITIES** – *New York, New York* 1992 – 1993

***Freelance Presentation Specialist***

Applied graphic production skills as presentation specialist, creating slide and overhead presentations as well as illustrations, charts, graphs, logos and maps.

**THE GRAPHIC SOURCE** – *New York, New York* 1990 – 1992

***Assistant Office Manager / Presentation Specialist***

Served as lead output technician by imaging 35 mm slides and printing overheads for this small service bureau offering presentation graphics for speaker support. Responsibilities included creating and mounting slide and overhead presentations, maintaining inventory and coordinating freelancer schedule for on-site assignments.

- Managed daily operations of business during frequent times of owners' absence.

**TECHNICAL SKILLS**

*Operating Systems:* Windows, Apple OSX

*Presentation Design:* PowerPoint, Apple Keynote, Photoshop, Illustrator

*Website Design:* Dreamweaver, WordPress, Photoshop, Illustrator, File Transfer Protocol

*Coding:* Edit CGI, PHP, and JAVA Scripts for Functionality, Intermediate Flash Action Scripting, HTML

*Hardware:* Familiarity with set up and operation of video projectors and public address audio systems

*Audio/Video:* Apple Final Cut Pro, Quicktime Pro, Sorenson Squeeze Compression Suite, Flash Video Encoder, Sound Studio

**EDUCATION AND SPECIALIZED TRAINING**

*Fairleigh Dickinson University:* Teaneck, New Jersey – Certification in Webmaster Skills

*Center for the Media Arts:* New York, New York – Selected Coursework in Graphic Design

*Kean University of New Jersey:* Union, New Jersey – Selected Coursework in Graphic Design and Typography

*Future Media Concepts:* New York, New York – Final Cut Pro HD Master Class and Adobe After Effects Master Class

**PORTFOLIO**

[Click here](#) to view my online portfolio of PowerPoint work.