



Qualifications

Video Editing & Motion Graphics

Nonlinear Editing: proficient in Avid, Final Cut, Adobe Premiere, Pinnacle Liquid and others as demonstrated through editing projects such as “Plugged-in to Missions” (a 6-disc, 9 hour DVD curriculum), multiple short films and documentaries, promotional videos, and more. (See film bio for additional information.)

Graphics, Titling, Effects: master of using key-frames and effects to create credits, intro logos, lower thirds, and animated backgrounds, in works ranging from Calvin College's world-renowned *January Series*, to the Grand Opening of Grand Rapids downtown J.W. Marriott Hotel, to a video teaching the precepts of writing science fiction.

DVD authoring: create DVD menus ranging from simple menus such as for wedding videos to intricate interactive menus for projects such as “Plugged-in to Missions” which was comprised of 6 discs, each featuring their own complex interactive menus to guide learners through activities, quizzes, and instruction.

Animation: understand animation techniques – enabling complex two-dimensional animations using *Flash* and nonlinear systems (ex. “Plugged-in to Missions”, wedding videos, “Writing Science Fiction”, etc.)

Art & Illustration

Illustration: design individual compositions and groups based on various themes – ex: biblical-historical, sci-fi/fantasy, etc. for commissioned pieces, book illustration, videos, and publication (ex. Grand Gardens Magazine, Spring 2008)

Personal Portraits: draw unique portraits from photos using vector-art illustration techniques to create whatever style the individual commissioning the portrait desires (see portfolios for examples).

Comic Style Illustration: knowledgeable of all steps of comic creation (penciling, inking, coloring, lettering) and have used this skill to create a 20+ page graphic novel (“Kaym”), short-run web comic (“Kolain Ascendancy”), humor strip (regular monthly publication of “Backseat Grand Rapids”, Grand Rapids Downtown Magazine, April 2008-Present) and more.

Youth Illustrations: fluent in both computer graphic illustration and traditional media (pencil, watercolor, etc.) including, but not limited to, creating bible-themed coloring pages, children's book illustrations, and youth activity books.

Software Proficiency: skilled in using Adobe Photoshop/Illustrator and other software

Layout & Graphic Design

Layout: Familiar with InDesign and other software, possess strong visual/spatial skills used for creating page layouts for printing and have used these abilities to create educational textbooks (ire. “Career Track” workbook), high school yearbook, and theological works (self-published and for Abundant Life International Ministries).

Logo Creation: able to work with clients to visualize and create logos including for local companies such as New Pinnacle Records, Onoma Designs, Penny's Cheesecakes, and iTrain Learning Systems using Adobe Illustrator, Fireworks and other software.

Photo Manipulation: adept at using PhotoShop and other software to retouch, enhance and enliven photos

Marketing Materials: design various marketing materials, and have acted as marketing graphics producer, creating posters, brochures, cards and more for promotion and outreach (see Experience below).

Corporate Design and Brand Identity: work with clients and partners such as Penny's Cheesecakes, iTrain Learning Systems, Messianic Multimedia Ministries etc. to develop corporate documents and art, including letterhead, color scheme, and continuity of external and internal communications

Writing & Editing

Magazine Articles: published author whose works have been seen online (Catapult Magazine) as well as in school publications (Calvin Chimes, Dialogue, Oakwood Collegiate School Newspaper).

Script Writing: familiar with script writing, working in formats ranging from teaching videos (ex. "Writing Science Fiction", '02) and narrative films (ex. "Dear Thomas", '04) along with several scripts for yet-to-be-produced short and feature length films.

Reviews and Copy writing: write in-depth reviews (ex. "Digital Video Hacks" by Josh Paul, O'Reilly Media, Inc., '07) and clear, concise copy (ex. Yorkland Yearbook, '01)

Comic and Children's Writing: current writer of "Backseat Grand Rapids" humor comic published monthly in "Grand Rapids Downtown Magazine", as well as other comic/cartoon work both in print ("Kaym", '97) and online ("The Kolain Ascendancy", '02) as well as of several unpublished children's books.

Instructional Materials: can create technical and how-to materials (ex. editor of *Career Track* workbook, '04)

Religious: experience in writing variety of religious / spiritual materials, including editing/co-writing a 100+ pg book on the sabbath, an 8 pg. seder meal instructional guide and a series of family devotional booklets

Poetry and Narrative Fiction: author poetry that has been self-published online and in the college art magazine *Dialogue*, along with unpublished short stories that have been submitted to contests, and in one case, received a sizable financial reward (Hope College Writing Award, '01).

Corporate Communication and Marketing: able to write for business and professional materials, drawing on education and experience in business writing (ex. constructed 100+ page media-manual for audiovisual department at Calvin College, '04) including website copy (including myiguy.com, joekawano.com, etc.) and print marketing materials (ex. iTrain Learning Systems, '04)

Acting & Directing

Live & On-Camera Acting: capable theatrical and film/video actor, with works ranging from the Yorkland School drama groups ('00-'01) to playing a testimonial role for Fresh Look Video ('08) and a lead role in the narrative film ("Dear Thomas", '04: www.messianicmultimediaministries.com)

Voice Acting: compelling voice-actor, with works ranging from narration (ex. "Writing Science Fiction", '01 and Abundant Life International Ministries TV intro) as well as animation voice-acting for Monkey Comics ('07) for the character of Greg (www.monkaycomics.com)

Directing: competent in directorial roles including director, assistant director, casting director, director of photography, etc. having developed this skill through pertinent education (Directing Actors with Rik Swartzwelder, '03) and experience (see film biography)

Interpersonal & Leadership

Networking: capable of socializing and connecting key contacts with video production projects (ex. "Dear Thomas", '04; "Career Track", '05; "Growing Up", '06, etc.)

Customer Service and Client Relations: use strong customer service background with experience in client-relations in order to work with clients (Triangle Productions, Calvin Video Productions, etc.) to visualize

and implement goals, as well as to build a profitable freelance business.

Leadership and Project Management: successful project manager who has led teams ranging from 2 to 7 people for various graphic and visual design projects as well as video production. Also responsible for developing and implementing a media internship at Abundant Life International Ministries.

Communication & Instruction

Public Speaking: accomplished communicator and presenter, having honed pertinent skill through project pitch development, instructional presentations at the WGD Forum and numerous class presentations --- using both traditional methods as well as new media, including Power-Point.

Tutoring and Mentoring: skilled tutor, able to bring concepts to a comfortable level for students feel enabling them to excel (ex. was a paid tutor for middle school students at Yorkland School, in addition to many informal mentoring/tutoring relationships).

Teaching and Instruction: effective instructor having crafted/implemented workshops at Calvin College's Festival of Youth and Writing, lead a drawing class for youth at Abundant Life Community Center, taught video editing as the media intern supervisor at Abundant Life International Ministries, and created and presented many biblically-themed lessons in various religious settings.

Web Design & Search Engine Optimization

Web Design: skilled web designer with strong understanding of foundational web principals and structure. Also, a member of the Web & Graphic Design Forum of West Michigan, as well as being a subscriber to the Site Point web design newsletters to continually improve skill and knowledge. Have used these skills in various capacities for a number of websites (ex. www.itrainlearningsystems.com; www.joekawano.com; www.monkaycomics.com; interactive narrative website for "AnimusRPG" [no longer online]; preliminary design for www.career-track.com [not online]).

Coding and Technical Knowledge: fluid hand-coder of HTML with self-taught skill in hexadecimal color coding, as well as a basic understanding of CSS along with strong familiarity with Internet imaging and web file formats.

Search Engine Optimization: understand key concepts to streamline website availability via major search engines, utilizing concepts learned at the WGD Forum and at Industrial Quick Search ('03).

Video Production & Shooting (see film bio)

Camera Operation: Able to operate various types of consumer to professional grade digital cameras. Have shot video independently (ex. class lectures and seminars at Calvin Video Productions) as well as being part of a complete shooting crew (ex. Career Track, Inner Compass, etc.) Also experienced in on-location photography, shot set-up and basic 3-point lighting.

Producer/Assistant: Experienced in all areas of pre-production and production including location scouting, organizing shot lists and shooting schedules, coordinating cast/crew schedules, and making sure all production needs met. Work well both in an environment that requires taking initiative and giving direction, as well as following direction and assisting wherever needed.

Teleprompter and Audiovisual Technician: Trained in using a professional teleprompter, television studio AV equipment, and other hardware. Able to adapt quickly to new environments and set-ups.

General & Office

General Characteristics: possess skills including being detail oriented, organized, and having strong research ability, both in traditional and Internet search venues. Able to work well in a team or independently, as well as follow direction.

Office Skills: various abilities, including typing at 85 wpm, proficiency in Microsoft Office programs (including Word, Excel, and Power-Point), experience in multi-line phone systems, database management, and understanding of basic office equipment (fax, copy, etc.).

Experience

Dates	Position(s) Held	Employer/Client	Type
Aug. 2007 – Present	Independent Multimedia Freelancer (Video/Graphics)	Various (Terpstar, Triangle Productions, Fresh Look Video, Penny's Cheesecakes, etc.)	Contract
Apr. 2006 – Present	Visual and Graphic Design, Video Intern Supervisor, Video Production/Editing, Writer/Editor, Instructor	Abundant Life International Ministries & Abundant Life Community Center	Pro-Bono
May 2007 – Feb. 2008	Customer Service Representative	Blockbuster Video	Part-Time
Jun. 2006 – Mar. 2007	Voice Actor, Creative Editor	Monkey Comics	Pro-Bono
Jan. 2006 – Mar. 2007	Video Editor, Project Manager	CRC North America Headquarters	Contract
Apr. 2006 – May 2006	Graphic Designer, Layout Artist	Onoma Designs	Pro-Bono
Nov. 2004 – Apr. 2006	Visual Design & Project Manager	iTrain Learning Systems	Independent
May 2004 – Sept. 2004	Various (Editing, Acting, etc.)	Messianic Multimedia Ministries	Independent
May 2003 – Jan. 2006	Production Assistant	Calvin Video Productions	Part-Time
Jun. 2003 – Sept. 2003	Administrative Assistant	Industrial Quick Search	Temporary
Apr. 2002 – Dec. 2002	Sales Representative	Vector Marketing	Contract
Sept.. 2001 – Aug. 2002	Marketing Coordinator	St. Chad's Church	Pro-Bono
Dec. 1999 – Oct. 2000	Tutor	Yorkland Middle School	Part-Time
Aug. 1999 – Jun. 2000	Yearbook Designer	Yorkland High School	Pro-Bono

Awards

Calvin Media Scholarship (2003-2004)

Competitive scholarship based on outstanding performance in media production and studies

Toronto Diocese Youth Award (2003)

Award for outstanding contribution to community service, including creation of promotional media

Hope College Writing Scholarship (2002)

Competitive, merit-based scholarship for excellence writing (based on short story submissions)

The Yorkland School Art Award (2000)

Honorary recognition of achievement in broad range of artistic endeavor including painting, sculpture, graphic design and more

Oakwood Collegiate Graphic Design Award (1999)

Graphic design award for outstanding visual design in digital and traditional media with focus on creation of large scale art, packaging and marketing materials

Memberships/Associations

Web and Graphic Design

WGD Forum of West Michigan
(Member since March 2007)

Education

- Calvin College (*Class of 2006*)
- B.A. Communications Arts & Sciences
- Film Studies Major
- Writing Minor
- G.P.A. 3.74
- Dean's List (every semester)
- Granted Presidential Scholarship (each year)
- Courses in video production, graphic design, etc.

Sheridan College, Toronto, ON (2001)

Attended workshops “Story-telling in Comics” (focusing on principles of comic art and writing) and “Animation” (focusing on techniques of traditional animation)

References available on request – reel/portfolio online at www.joekawano.com