

# R.C. Brooks

Designer

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## EXPERIENCE

### For Bare Feet, Martinsville, IN — *Designer*

February 2007 - PRESENT

My duties include establishing and communicating design standards and procedures for the Art Department, developing and creating art for production, commercial photography, maintaining art assets, creating and producing various marketing materials.

I am responsible for sales material such as catalogs, sell sheets, trade show trade show signage and other graphic needs, primarily supporting the sales team. This role also requires me to travel occasionally for remote installations.

All commercial photography for, For Bare Feet (also known as FBF Originals), falls under my responsibility. I photograph our products, events and promotional images and edit them to conform to the standards and requirements of our wholesale customers. As part of the responsibility of handling the large volume of photos, I also created and administered the company's photo database, establishing standards and practices that impact all departments.

Our computers and various specialized software and hardware often fall outside of the scope of the IT department. As such, some of the IT duties in our department also are my responsibility. I troubleshoot software and hardware issues my department encounters and resolve said issues. I write formal recommendations and requests for new hardware for my department. I am also responsible for creating standards and practices company wide as it relates to accessing my department's creative assets. Part of this responsibility is writing user manuals and providing training to other departments.

### Finishline, Indianapolis, IN — *Graphic Artist*

May 2003 - March 2006

I was responsible for creating and editing catalogs, creating in store signage and additional materials for the retail chain.

Part of these responsibilities included providing web ready images and supporting the website team. I also photographed product that would be used in catalog and promotional material.

### Kiwanis International, Indianapolis, IN — *Art Director (temporary)*

November 2002 - May 2003

At Kiwanis, I filled in for an Art Director who had taken maternity leave. I coordinated with various departments, contributors and photographers to produce their magazine in 4 languages. Further, I planned with other departments to facilitate printing and distribution.

### The Children's Museum of Indianapolis, Indianapolis, IN — *Graphic Artist*

November 2000 - December 2001

Advertising, magazine publication and promotional materials were my main responsibilities at the Children's Museum.

## EDUCATION

### Purdue — *Technical Graphics*

Aug 1994 - May 1999

### Bedford North Lawrence — *High School Diploma*

Aug 1990 - May 1994

## SKILLS

Adobe Photoshop

Adobe Illustrator

Adobe Indesign

Adobe After Effects

Adobe Bridge

Blender (3D modeling  
and animation)

CAD

Microsoft Office

HTML

CSS

SQL

Javascript

CGI Script

Commercial  
Photography

