

Jason Porter

273 North Main St. Cohasset, Massachusetts 02025

(617) 510-0732 jporter143@gmail.com

WORK EXPERIENCE:

Fidelity – Boston, MA

Associate Designer / Programmer

2/07 - present

Conceived and created design solutions that fulfill strategic business objectives
Collaborate with project team members and clients to develop visual and technical themes
Take a project from concept to finalized design and work with all closely until final output
Provided the graphic animation for many company wide conferences
Ensured accuracy, consistency, quality and budget of all the projects under direction

FortDrastic.com – Boston, MA

Co-founder, Communications Director

4/99 - 6/06

Manage day-to-day operations
New business development
POS promotion

New England College Sales – Cohasset, MA

Sales

8/02 - 2/07

Assist students with information regarding diploma frames/ rings/ apparel
Maintain relationships with specific colleges
Help with marketing ideas and scheduling of campus visits

@stake - Cambridge, MA

PT Marketing Assistant

5/02 - 10/02

Outreach to new and prospective clients
Assisted with creation of programs to assist company in finding prospective clients
Served as communication liaison between clients and company
Created and maintained user database

Cogavin & Waystack - Boston, MA

Paralegal

10/00 - 2/02

Conducted research to assist lawyers in finding appropriate laws or evidence for cases
Maintained client records and files
Organized and maintained attorney calendars
Liaison between clients and attorney

The Weekly Dig - Boston, MA

Advertising Sales Coordinator

9/00 - 2/01

Researched Boston market to find businesses interested in advertising
Managed design and production of all advertisements
Maintained client relationship with The Weekly Dig daily

EDUCATION:

The New England Institute of Art - Brookline, MA

Bachelor of Science, Interactive Media Design

5/07

Castleton State College - Castleton, VT

Alumnus, Mass Communications Major

1995 - 1997

COMPUTER SKILLS:

Knowledge of Flash, Photoshop, Illustrator, InDesign, After Effects, Final Cut Pro, 3D Studio Max, DVD Studio Pro, all MS Office applications, Director, XML, HTML coding and design structure