

Tom Howe

tomhowe.info | tomfhowe@gmail.com

General skills:

- Graphic & layout design
- Photography and advanced image editing
- Web design and programming
- Video production and editing
- Public speaking & presentations
- AV set up and maintenance
- Customer service
- Writing

Technology skills:

- Adobe Creative Suite (iD, AI, PS, etc.) and other creative software
- Microsoft Office
- HTML, CSS, Javascript, PHP
- CMS software including Drupal, Wordpress
- Social media (Twitter, Facebook, YouTube)
- Windows, Mac, Linux
- Experience with large - format printing

Experience:

Departmental Assistant at UMass Amherst Information Technology, Communications Group

Production and editing of digital and physical media as components of communications plans. Website content management (including updating documentation, creating pages and layouts).

Large format signage printing, email template design, regular office tasks. Responsibilities include efficient communications for security incidents and unplanned service outages.

Graphic Designer at Valley Etching/Signature Engraving Systems

Edited and produced technical documentation, instruction manuals and advertising media, shot and edited marketing photos, produced and edited logos and small graphics for engraving, die making, and screen printing. Basic office work - answering phones, invoicing and tracking jobs.

Hampshire College Campus Leadership and Activities Office Assistant

Front desk and email customer service, design and produce weekly and event-related advertising media, event support including AV setup and troubleshooting, print and digital graphic design.

New Hampshire State Parks Intern Blogger

Produce original promotional videos and narrative, original photography, and text for weekly blog articles. Several articles passed 1,000 views, all reached over 400.

Squam Lakes Natural Science Center Marketing Intern

Create original promotional videos and narrative, original photography, update existing media to conform to brand standards, produce weekly informational media, help customers enjoy their visit.

Education:

Hampshire College, Amherst, MA: Bachelor of Arts concentrating in communications and graphic design (May 2015). Final project was a local social media website built from scratch.

References:

Iris Chelaru

Manager, UMass Amherst Information Technology, Communications Group
(413) 545-4858 | iris.chelaru@umass.edu

I worked for and with Iris as departmental assistant at UMass Amherst IT communications 2016-2017.

Pam Tinto

Associate Dean of Students, Hampshire College
413 559 5751 | ptinto@hampshire.edu

I worked for and with Pam as a Campus Leadership and Activities office assistant 2011-2015.

Mike Zanga

General Manager, Valley Etching Engraving & Design, Inc.
413 536 2256 | gm@valley-etching.com

I worked for and with Mike as the Graphic Designer at Valley Etching.

Grant Klene

Marketing Coordinator, NH DRED, Parks and Recreation Division
603 271 3556 | grant.klene@dred.state.nh.us

I worked for and with Grant as the blogger intern for the official NH State Parks blog summer 2014.

Amanda Gillen

Marketing and Visitor Services Coordinator, Squam Lakes Natural Science Center
603 968 7194 | amanda.gillen@nhnature.org

I worked for and with Amanda as the marketing intern at the Squam Lakes Natural Science Center summer 2013

View my recommendations at tomhowe.info/new/#references