

PERSONAL STATEMENT

My love of communication, organization, and process is exceeded only by my desire to contribute positively to the world in which I live. As an active member of my community, I seek opportunities to apply my talents toward projects and activities that will have a positive impact on the environment, neighborhood, and city. My interests in urban design and planning, economic development, transit-oriented development and historic preservation have informed me about the role I want to play in my career. My objective is to marry these talents and interests in a fulfilling and valuable role within a government, nonprofit, or corporate environment that has the same mission.

WORK ETHIC AND PERSONALITY

Strong writing and communication skills * Detailed and extremely organized * Capable of working under strict deadline * Dedicated to follow-through * Intelligent decisionmaker * Competent speaker and communicator * Motivated and Self-Demanding * Resourceful and Competent * Punctual

KEY CAPABILITIES

Organization Building * Public Relations * Marketing and Promotion * Problem Solving * Teambuilding * Budgeting/Planning * Followup * Customer Service * Proposal Development * Communications Design * Advertising * Relationship Building/Partnerships * Photography

Kevin M. Palmer

EXPERIENCE

Principal
January 1994–Present

Capitol Hill Studio
704 Eighth Street, NE, Washington, DC 20002

I run a successful freelance graphic design and communications firm servicing small- and medium-size businesses and associations. Provide soup-to-nuts marketing, communications and business guidance for startup firms and established businesses. Selected clients include: American Planning Association/NCAC, 6K Systems, KENROB and Associates, DC Main Streets, The Language Doctors, National Association of Counties, Nicholas and Rands: An American Bistro, Fifth Symphony Technologies, Organization of American States, and more. See www.capitolhillstudio.com for more information and a sample portfolio.

Writer-Editor
February 2003–Present

Metropolitan Police Department
300 Indiana Avenue, NW, Washington, DC 20001

As primary writer and designer for the Office of Corporate Communications, I write and edit the daily *Dispatch* newsletter for the 4,200-member sworn personnel and civilian staff, weekly *What's New* communication to the public, and various publications for special events and external communication. I gather content from internal sources, other media outlets, intelligence, and directives from the Chief of Police, editing for content, space, and style to establish a consistent voice. I work with the Mayor's Office of Community Outreach on special projects such as the Crime Forum II, National Night Out, and other city-wide events. In addition, I work with other units of the Department to draft and design reports on MPD's progress and statistics, posters and flyers to assist officers and detectives in investigations, periodic wanted posters for dissemination in the community, and many other tasks on a regular basis.

Multimedia Designer
August 2000–May 2002

Vistrionix, Inc.
1970 Chain Bridge Road, Suite 1200, McLean, VA 22102

Collaborating with a team of programmers and database designers, I created graphical interfaces and provided technical and design assistance for the web-based Intermodal Transportation Database (ITDB) project of the Bureau of Transportation Statistics, Department of Transportation. The project involved creating a front-end graphical user interface with multiple user levels and developing standards and templates for application of color and typography to establish a consistent style within the product. I also worked with the development team to ensure quality of the content and enhance user navigation throughout the site. Created print collateral to support the marketing of the site within the Department and to members of the transportation industry and media.

Multimedia Designer
December 1995–August 2000

Advanced Management Technology, Inc. (AMTI)
1515 Wilson Boulevard, Suite 1100, Arlington, VA 22209

Working for this information technology services firm, I lead the design of a graphical interface for a CD-ROM developed for the Department of Transportation's Bureau of Transportation Statistics. I managed the development of screen art and information design using Adobe Photoshop, DeBabelizer, and Illustrator. Assisted with programming design and direction of interactivity; executed the "splash screen" in Macromedia Director. I developed and designed the User Guide document (in three languages) to assist users with the function of the product. Designed and created elaborate 4-color 16-page CD packaging and ancillary materials. In addition, I provided technical assistance to team on various aspects of the development process and software.

Production Manager
January 1995–December 1995

KENROB and Associates, Inc.
44084 Riverside Pkwy., Ste. 125, Leesburg, VA 22075

As head of Publications Department, I managed the production of all internal publications and documents and coordinated the printing of external jobs (one- and two-color). I designed proposals, a corporate newsletter, marketing materials and collateral, illustrations, electronic communications, and other aspects of the corporate identity. I developed logo programs for several subsidiaries and projects, developed the budget for printing and publishing requirements, and was responsible for project management of proposals. I managed a junior production assistant.

OTHER QUALIFICATIONS

Training Courses

Frequently attend Apple and Macromedia-sponsored seminars on latest publishing technologies and techniques

Performance Bonuses/Award

During tenure at AMTI, recognized for commitment and dedication to the company and projects through nine bonuses totaling \$10,850. Received the Program Manager's Outstanding Individual Achievement Award for January 1–June 30, 1999

Security Clearance

Held "Q" Secret Clearance for work at US Nuclear Regulatory Commission, 1994–95 (inactive)

Languages

Speak and write conversational Spanish; capable of quickly learning other languages

SOFTWARE SKILLS

Comfortable working with Windows 95/98/2000/NT or Apple Macintosh OS 9 and X, using the following software:

PhotoShop 7.0, Freehand 10, InDesign 2.0, GoLive 6.0, Acrobat 5.0, PageMaker 6.5, Illustrator 7.0, Toast Titanium 5.1.1, Flash MX, iMovie, iPhoto, SuitCase, MS Project, Microsoft Office. Experience with Infini-D, Fractal Design Painter, Ray Dream Designer, Director 5.0, Premiere 4.2, Fetch, Kai's Power Tools, Quark XPress, KPT Bryce, and Flash-It.

Documentation and Graphics Specialist

June 1993–December 1994

KENROB and Associates, Inc.

44084 Riverside Pkwy., Ste. 125, Leesburg, VA22075

Assisted production, layout, and design of in-house publications and proposals, including one-color corporate newsletter; illustration using vector-based drawing tools; flatbed color scanning and image editing; assisted with coordination of projects and production management for proposals; design and management of corporate forms; assistance with maintenance of department computers and systems.

EDUCATION

Courses in Historic Preservation

Goucher College, Washington, DC

March–May 2002

Publications Specialist Certificate

The George Washington University, Washington, DC

June 1996

B.A.: English and Studio Fine Arts

The College of William and Mary, Williamsburg, Virginia

May 1993

Summer Courses in English Literature

The University of Cambridge, Cambridge, England

Summer 1992

HS Diploma

The Thomas Jefferson High School for Science and Technology, Alexandria, Virginia

June 1989

ACTIVITIES AND HONORS

DC Preservation League Internship | June 2002–September 2002

Assisted with research and on-site survey work for Columbia Heights Social and Cultural History Survey. Work involved gathering permit information from various archives and performing "sidewalk survey"—cataloguing architectural details and photographing each building—of approximately 20 square blocks in Northwest Washington, DC.

H Street Main Street | February 2002–Present

Founding member and integral player during application process for this selective neighborhood commercial district revitalization program (organized neighbors, wrote and edited application, edited video introduction). Continue to serve as secretary of the Board of Directors, chair Organization Committee, and provide ongoing design services to the Promotions Committee. Received "Hometown Hero" award for service to the organization in October 2002.

2001 Neighbor of the Year, Stanton Park Neighborhood Association | March 2002

Recognized for outstanding community service for development and maintenance of neighborhood website (www.hstreetdc.com) and other contributions to the community.

Friends of the Old Naval Hospital | March 2000–Present

Assist this non-profit group working to restore the historic Old Naval Hospital on Capitol Hill (ca. 1805) with their communications, in particular web design (pro bono).

Friends of Peirce Mill | November 1999–Present

Designed and maintain the website for this advocacy group working to restore the historic Peirce Mill in Rock Creek Park in Washington, DC. Also design and publish a quarterly newsletter (Milling About) for this non-profit (pro bono).

doingsomething | June 1994–Present

Designed and maintain the website (and former print newsletter) for this 3,000+ member volunteer organization. Served as officer for five years, as director of communications. Currently serve as board member while still actively providing web services to the organization (pro bono).