

## RÉSUMÉ OF RICHARD CECIL SCHLETTY

### WORK

Schletty Design (sole proprietorship)  
699 Cherokee Ave.  
St. Paul, MN 55107  
Tel 651-222-2526  
email: rschletty@schletty.com <http://www.schlettydesign.com>

### HOME

699 Cherokee Ave.  
St. Paul, MN 55107  
651-224-6037

### EXPERTISE

- Graphic design and illustration — traditional media to advanced computer imaging
- Image enhancement and optimization. Adobe Acrobat PDF document creation.
- Web site design and development (HTML, Flash, CGI, JavaScript, MySQL, Tomcat, Apache)
- Voiceovers, songwriting and sound mixing

### EDUCATION

**University of Minnesota**, Minneapolis, MN. Continuing education courses for medical illustration concentration—Biology, Zoology and Chemistry. 1981-1984.

**Atelier Lack**, Minneapolis, MN. 1978-1979. Figure drawing, still life painting.

**Staples Area Vo-Tech**, Staples, MN. 1975-76. Graphic design coursework.

**St. John's University**, Collegeville, MN. Received B.A. degree 1974. Major: Fine Art.

### EXPERIENCE

Graphic Designer, Illustrator and Production Specialist: Schletty Graphics (sole proprietorship). 1982-present. Design of brochures, ads, posters, maps, corporate identity. Technical and creative illustration. Creative writing and copy editing. Multimedia presentations. Acrobat PDF document creation for web and CD-ROM. Web site design. File conversions. Database management. Photography, photo direction and photo retouching. Document technology consulting. Skilled in use of: Adobe Photoshop, Adobe Premiere, Adobe Illustrator, QuarkXPress, Freehand, MS Excel, PowerPoint, Filemaker Pro, MS Word, Acrobat Distiller, Retrospect, Macromedia Studio MX (Dreamweaver and Flash), Adobe GoLive, QuickBooks, GarageBand, Apple Logic, Bias Peak Pro, Digidesign Pro Tools, Sibelius, Finale.

Graphic Design Associate: Combined Marketing Group. St. Paul, MN 55107. 1994-2001. Illustration and design for retail packaging, POP displays and collateral print materials. Image scanning and retouching. PC hardware/software installation and maintenance.

Graphic Design Consultant: Coyne Associates (a marketing and public relations firm). 1986-2000. Part-time, contract basis. Helped to develop sales materials for companies marketing professional services (contractors, developers, architects, engineers and environmental testing labs). Design, illustration, photography, photo retouching and prepress/printing coordination. Technical consulting, web design.

Macintosh Instructor: Electronic Easel (electronic prepress service bureau/Macintosh training center), St. Paul, MN. 1991. Part-time, contract basis. Trained students in use of Photoshop and QuarkXPress.

Senior Staff Artist: Carbil Communications, St. Paul, MN. 1979 -1982. Layout, illustration, keyline. 1-2 artists worked under my supervision.

Graphic Artist/Muralist: Compas, St. Paul, MN. 1978-1979. Designed and supervised the execution of several public art projects.

Graphic Artist: Augsburg Publishing House. Minneapolis, MN. 1976. Design and illustration for *The Lutheran Standard* magazine. Design of sheet music covers, brochures, posters, logos.

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### OTHER ACTIVITIES

- Member of Waltham Abbey Singers (Renaissance a cappella choir) – bass
- Songleader/cantor: St. Matthew's Church and Church of Saint Mary, St. Paul, MN
- Former Scoutmaster for Boy Scout Troop 107
- Technology Coordinator/Network Administrator for St. Matthew's Elementary School

### PROFESSIONAL AWARD

1995 Community Entrepreneur of the Year (St. Paul's West Side) – awarded by Neighborhood Development Center and Riverview Economic Development Association.

### REFERENCES

furnished upon request

### EMPLOYERS & CLIENTS

|   |  |   |
|---|--|---|
| ACE Hardware  | Group One Architects (Marshall, MN)                    | Saint Paul Saints (baseball team)               |
| Advanced Respiratory                                      | Holy Spirit Community                                  | Shat-R-Proof                                    |
| Archdiocese of St. Paul and Minneapolis                   | Jerome Foods   | SECOA Stage Equipment                           |
| Augsburg Fortress   | Knutson Construction                                   | SERCO Laboratories                              |
| Burnsville Convention and Visitors Bureau                 | Langer Construction                                    | Sheehy Construction                             |
| Buuji, Inc. (legal and educational book publisher)        | Malt-O-Meal Company                                    | St. John's School of Theology, Collegeville, MN |
| CAMCO Lubricants  | Mercer Meidinger Hansen                                | St. Louis Park Medical Center                   |
| Carbil Communications                                     | Methodist Hospital                                     | St. Matthew's Community                         |
| Catholic Education Center                                 | National Council for Catholic Evangelization           | Stanley Consultants (Muscatine, IA)             |
| Camp Snoopy   | Necessary Organics                                     | 3M  |
| ChemRex Corp.   | NOVUS Windshield Repair                                | University of Minnesota (School of Nursing)     |
| Combined Marketing Group                                  | Pax Christi Community                                  | Valleyfair! Amusement Park                      |
| COMPAS  | Peoples Electrical Contractors                         | Xcel Energy (capx2020.com)                      |
| Cool Air Mechanical                                       | Plastics, Inc.   | Yocum Oil Company                               |
| Coyne Associates  | PL Products (construction adhesives)                   |   |
| The Cramer Institute                                      | Pollock-Buchanan Architects                            |   |
| Crepeau Graphics Group                                    | REDA (Riverview Economic Development Association)      |   |
| Gannett-Fleming Engineers and Architects (Harrisburg, PA) | Ringer Corporation                                     |   |
| Great River Energy  | Rupp Industries, Inc. (Temp-Air, Temp-Cool, Temp-Heat) |   |