

## RESUMÉ OF RICHARD C. SCHLETTY

### WORK

#### SCHLETTY DESIGN & MUSIC

699 Cherokee Ave.

St. Paul, MN 55107

Office: 651-222-2526 Mobile: 612-562-7324

email: rschletty@schletty.com web site: www.schletty.com

### HOME

699 Cherokee Ave.

St. Paul, MN 55107

Tel 651-224-6037

### EXPERTISE

- Graphic design and illustration — traditional media to advanced computer imaging.
- Videography, film production, video editing, animation, motion graphics
- Songwriting (lyrics and music); voice talent (narration and voiceovers).
- Web design and development; content management.
- Art direction and coordination; electronic document preparation and archiving.
- Electronic image scanning and enhancement. Prepress coordination.

### EDUCATION

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

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

**Staples Area Vo-Tech**, Staples, MN. Graphic design studies.

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

### EXPERIENCE

Producer and Distribution Manager for MAS SongCasters: A 28:30 TV show showcasing members of the Minnesota Association of Songwriters, broadcast on more than 30 community access TV stations. I schedule crew, supervise taping sessions at CTV North Suburbs, and create the show using Final Cut Pro X. I do a voiceover in the program intro.

Graphic and Sound Design: Schletty Design & Music (sole proprietorship). Design of brochures, ads, posters, maps, corporate identity. Technical and creative illustration. Multimedia presentations. Videography, film production, video editing, animation, motion graphics. Web site design, development and administration (Dreamweaver, WordPress, Drupal). Web SEO (search engine optimization). Photography, photo direction, photo scanning, retouching. Sound design and mixing. Sound recording. Voiceovers and singing. Songwriting collaboration (proximate and virtual). Orchestral mockups for soundtracks.

Graphic Design Associate: Combined Marketing Group. St. Paul, MN 55107. 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). 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.

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

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

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

## RESUME OF RICHARD C. SCHLETTY

<b>TOOLS, SKILLS</b>	<p><b>Page Layout, Database, Spreadsheet, Document Portability, Web Design, Web Content Management</b></p> <p>QuarkXPress          Adobe InDesign          Microsoft Word          Microsoft PowerPoint          Microsoft Excel          Adobe Acrobat Pro          BBEdit          Filemaker Pro          Adobe Dreamweaver          WordPress          Joomla          Drupal</p>	<p><b>Vector and Raster Imaging, Multimedia, Sound Design</b></p> <p>Adobe Illustrator          Adobe Photoshop          Adobe Premiere Pro CS, CC          Final Cut Pro X          Motion          DaVinci Resolve          Adobe Fireworks          Adobe Flash          Tumult Hype          Bias Peak Pro          Apple Logic Pro X          Steinberg Cubase          Finale          Sibelius</p>	<p><b>Network Administration, File Sharing, File Transfer, E-mail</b></p> <p>Mac OS X Server          Windows Server 2003          Timbuktu Pro          EtherPeek          Fetch (FTP client)          Interarchy (FTP client)          ServerPress DesktopServer          MAMP Pro          Mac OS X Mail          MS Outlook</p>
<b>PROFESSIONAL AWARD</b>	<p>1995 Community Entrepreneur of the Year (St. Paul's West Side) – awarded by Neighborhood Development Center and Riverview Economic Development Association.</p>		
<b>VOLUNTEER ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Board member and technology manager for Minnesota Association of Songwriters (<a href="http://www.mnsongwriters.org">www.mnsongwriters.org</a>)</li> <li>• Production and distribution manager for SongCasters TV program (<a href="http://www.songcasters.org">www.songcasters.org</a>)</li> <li>• Owner, admin and editor for <a href="http://www.topcatholicsongs.com">www.topcatholicsongs.com</a> (built with Drupal CMS)</li> <li>• Songleader/cantor/guitarist at St. Mary's Church and St. Matthew's Church (both in St. Paul, MN)</li> <li>• Former technology coordinator and network administrator for St. Matthew's School</li> </ul>		
<b>REFERENCES</b>	<p>Furnished upon request</p>		
<b>EMPLOYERS &amp; CLIENTS</b>	<p>ACE Hardware          Advanced Respiratory          Archdiocese of St. Paul and Minneapolis          Augsburg Fortress          Burnsville Convention and Visitors Bureau          Buuji, Inc.          CAMCO Lubricants          CapX2020          Carbil Communications          Catholic Education Center          CAMCO Lubricants          Camp Snoopy          ChemRex Corp.          Combined Marketing Group          COMPAS          Cool Air Mechanical          Coyne Associates          The Cramer Institute          Gannett-Fleming Engineers          Great River Energy</p>	<p>Green Giant Fresh          Group One Architects          Holy Spirit Community          Jerome Foods          Knutson Construction          Langer Construction          Little Portion Retreat Center          Malt-O-Meal Company          Mercer Meidinger Hansen          Methodist Hospital          National Council for Catholic Evangelization          Necessary Organics          NOVUS Windshield Repair          Packaging Unlimited          Pax Christi Community          Peoples Electrical Contractors          Plastics, Inc.          PL Products (construction adhesives)          Pollock-Buchanan Architects          Ringer Corporation</p>	<p>REDA (Riverview Economic Development Association)          Rupp Industries, Inc.          Saint Paul Chamber Orchestra          Shat-R-Proof          SECOA Stage Equipment          SERCO Laboratories          Sheehy Construction          St. John's School of Theology, Collegeville, MN          St. Louis Park Medical Center          St. Mary's Hospital          St. Matthew's Community          Stanley Consultants          3M          University of Minnesota (School of Nursing)          U.S. Salt, Inc.          Valleyfair! Amusement Park          Xcel Energy (<a href="http://CapX2020.com">CapX2020.com</a>)          Yocum Oil Company</p>