

Scott Kindig

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Objective

Experienced, hard-working individual seeking a position in the field of graphic design which will utilize my skills in typography and design of print materials, as well as my skills in project and workflow management.

Education

Binghamton University, Binghamton, New York
Bachelor of Arts, Cum Laude; Major: Studio Art/Graphic Design
SUNY Broome Community College, Binghamton, New York
Associate of Applied Sciences, With Honors; Major: Management

Skills & Qualifications

- Designed book interiors and typographic ornaments for academic and trade books
- Created art gallery sections for books and journals
- Designed promotional materials and advertisements for local businesses
- Proficient in Adobe Creative Suite, Quark XPress, Microsoft Office/Publisher, and others
- Experienced in electronic file management of client-supplied files as well as project application files, fonts, and graphics
- Specialized skills include graphic conversions and modifications; scanning images and OCR text; font manipulation; formatting and typesetting tables; programming scripts, macros, and composition styles; recoding and converting text files

Professional Experience

Typographic Designer and Journals Production Editor September 2008–May 2014
Westchester Publishing Services, Danbury, Connecticut

- Designed interior typography for academic books, including headings, ornaments, tables, figures, and art galleries
- Created layouts for photographs to be featured in books, with sizing, cropping, and placement directions
- Managed publication of multiple monthly and bimonthly science journals, both print and online, from accepted manuscript to published articles and issues, including workflow scheduling, copyediting supervision, author contact, and coordination with editorial and publishing offices

Compositor (Prepress; Markup/Formatting; Pagination/Typesetting) November 1998–September 2008
Binghamton Valley Composition, Binghamton, New York (a subsidiary of Westchester Publishing Services)

- Prepared PDF files for customer soft proofs and press-ready files
- Managed workflow with overseas compositors, including project descriptions, deadline assignments, technical assistance, and sending and receiving files via FTP
- Formatted and paginated academic books and art-intensive automotive repair manuals

Advertisement Designer March 1997–October 1997
Times Shamrock, Owego, New York, and Montrose, Pennsylvania

- Selected graphics and arranged type for display advertisements
- Prepared screen and solid transparency overlays for spot-color advertisement mechanicals

Advertisement Markup Specialist January 1996–June 1996
Press & Sun-Bulletin, Binghamton, New York

- Selected graphics and arranged type for display advertisements

Managing Editor (1994–1995); **Layout Editor** (1993–1994) September 1993–December 1995
Index Yearbook, University of Massachusetts, Amherst, Massachusetts

- Led a staff of 20 mostly volunteer students in the design, photography, copy writing, and composition of a 384-page full-color college yearbook, including selection of content, planning deadlines, and assigning projects
- Participated in weekly executive board meetings with editor-in-chief, business manager, and marketing director to determine marketing strategy, decide on photography and printing contracts, and plan production schedule

Additional Experience

Member Service Representative

YMCA of Broome County, Johnson City, New York

November 1997–August 2008

- Provided customer service for 4,000-member community organization
- Assisted in designing promotional materials and program information flyers

Program Director, Camp Tuscarora

Baden-Powell Council, Boy Scouts of America, Binghamton, New York

January 1996–July 1997

- Interviewed and assisted in hiring and training 40-member program staff
- Designed and implemented computerized program registration for 800 campers
- Assisted in general management of camp and personnel

Community Leadership

Service to Northminster Presbyterian Church, Endwell, New York

▪ **Ruling Elder** and member of **Corporate Board of Directors**

February 2013–present

▪ **Youth and Family Ministries Coordinator**

September 2013–present

- Was nominated for and elected to a three-year term of service on the local congregation's governing body, responsible for managing the ministry and business of the church
- Organized and led meetings of a committee of 8 people in planning and providing the weekly worship services and other worship experiences for the congregation
- Organized monthly fellowship and service activities for middle school and high school students
- Coordinated volunteers and communicated with students, parents, teachers, and the congregation
- Provided musical direction to the youth handchime choir

▪ **Pastor Nominating Committee**

November 2005–December 2007

▪ **Associate Pastor Nominating Committee**

September 2003–January 2005

- Was twice elected to serve as a member of an executive search committee for 400-member church congregation
- Assisted in determining the required and desired qualifications for prospective candidates
- Conducted interviews over the phone and in person with more than 30 candidates

▪ **Moderator, Board of Deacons**

February 2004–February 2005

- Organized and led meetings of a committee of 22 people
- Planned and implemented a restructuring of the committee into 3 subcommittees, and reorganized meeting structure to streamline activity reports and improve efficiency
- Delegated committee assignments of visitations, congregational care, and community outreach projects
- Coordinated food collection, purchasing, and distribution for annual Thanksgiving basket project, including inventory, competitive price bids from local grocers, and organizing the work of over 60 volunteers

Service to the Boy Scouts of America

▪ **Assistant Scoutmaster**, Troop 236, Endwell, New York

September 2012–present

- Advised Scoutmasters and Patrol Leaders' Council of a high-functioning troop with over 50 years of history and experience
- Provided program support and adult leadership for meetings and outings

▪ **Assistant Scoutmaster**, Troop 193, Plainsboro, New Jersey

February 2011–July 2012

- Planned and coordinated programs for weekly scout meetings and monthly camping trips after the troop rapidly quadrupled in population from its historical size of 12–15 boys to more than 50
- Developed job descriptions and training for youth leadership positions
- Provided guidance and support to Scoutmasters and Patrol Leaders' Council during transition from adult-led to boy-led program

▪ **Equipment Coordinator**, Troop 193, Plainsboro, New Jersey

February 2010–July 2012

- Responsible for acquisition and organization of troop camping equipment during and after the troop's rapid growth
- Designed and installed shelves in the troop's trailer to increase storage capacity and improve organization of gear
- Worked with youth Quartermaster to develop systems of inventory control and equipment maintenance

▪ **Eagle Scout**, Troop 236, Endwell, New York

completed in January 1991

References available upon request