

MICHAEL CAPONE
108 Darrow Street
Quincy, Massachusetts 02169
617-786-1851
mikecaponejr@comcast.net
www.mikecapone.com

Objective: To obtain employment as a Graphic/Web Designer

Skills: Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Adobe Golive, HTML, Microsoft Frontpage, Javascript, FTP, Filemanager, DNS, URL Forwarding, Mac and PC platforms, Audio editing and production

Education: Clark University Computer Career Institute (2004-Present)
Digital Multimedia and Web Design Master Certificate Program

University of Massachusetts Boston (1998)
Bachelor of Arts Degree

Experience: **Freelance Webmaster/Webdesigner (2001-Present)**

Update and edit content for client's websites

- Create custom graphics
- Edit and implement audio for websites
- Update HTML

Clients:
Career Advancement Resources
Flying Lures
Frankie Boyer Radio Show
Romeo and Juliet Coiffures
Dolores Kong Financial Planner

Career Advancement Resources (2003-Present)

> Career Counselor
Assist clients in obtaining employment.

WBIX 1060 AM (2001-2003)

> Imaging Director
Named first Imaging Director of WBIX Radio station. Conceived ideas for and wrote promotional material. Scheduled and managed promotions production.

> Executive Producer
Coordinated daily radio talk show program. Researched and developed topics for discussion and scheduled all guests.

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WRKO 680 AM (1999-2001)

> Production Coordinator

Created, edited and produced on-air promotional material and news features.

Trained new staff and delegated production assignments.

> Producer

Responsible for preparing host, screening incoming calls and all technical aspects of radio show production.

WUMB Folk Radio 91.9 FM (1997-1999)

> On-Air Promotions Director

Wrote, recorded and scheduled radio promotions for on-air play.

> Disc Jockey

Hosted a contemporary jazz show.

> Staff Assistant

General office support for all departments.

Highlight:

Winner of the 2001 Associated Press Award for Special Events Coverage.

Produced and edited a short feature on radio coverage of the events of September 11, 2001.