Russell Paris

Oak Park, CA 91377 russ@russandjulie.com 818-585-2842

SUMMARY

**Graphic Designer** with extensive diversified experience in Communications, Print Graphic Design, Advertising & Marketing, and Project Management within both the private and public sectors. Demonstrated leadership in this field through founding a successful graphic design business and a business-networking group that resulted in significant referral profit for members. Produce all marketing materials for both branches of the Thousand Oaks Library System and the City of Thousand Oaks Community Services Division. Recognized for being passionate and motivated with a drive for excellence. Excellent communication and problem solving skills with the ability to forge strong, productive working relationships.

* Computer Graphic Design
* Marketing Management
* Team Development
* Advertising
* Research Skills
* Detail Oriented
* Planner/Organizer
* Special Event Coordinator
* Excellent Technical Skills
* Print Graphic Design
* Messaging & Branding Consistency
* Visual Communications
* Copywriting
* Creative Team Management

#### Notable Accomplishments

* Started and ran a successful graphic design business for more than twenty years.
* Developed new advertising materials including full-color brochure that was instrumental in doubling enrollment in a Summer Program in one season.
* Improved production of Audi’s regional division internal newsletter, which shortened process from one week to one day. Significantly reduced staff time and costs while producing a superior product.
* Designed a trade show booth as well as product sheets, ad layouts and artwork for the 2011 Paris Air Show, for a high technology filter aerospace company.

Professional Experience

**City of Thousand Oaks,** Thousand Oaks, CA **2013 - Present**

**Graphic Designer**

*Instrumental in reorganization of Thousand Oaks Library marketing materials and scheduling. Created uniform branding for all materials. Led branding team that developed standards for signage, print advertising, and staff nametag design.*

* Design and create flyers, brochures, newsletters, signs, posters, advertising layouts, business forms, contracts, logos, banners, and other marketing items to promote the library and its activities
* Participate in special projects for children’s services, circulation, the Library Foundation, and special collections, as directed by the library administration
* Track library paper and marketing supplies, purchasing, and perform other administrative tasks

**JRP Productions,** Oak Park, CA **1993 - 2013**

**Graphic Designer/Sr. Managing Partner**

*Created and managed successful graphic design business for twenty years, which satisfied the demands of thousands of clients in a wide variety of business categories.*

* Designed and create logos, brochures, newsletters, stationery, business cards, posters, advertising layouts, business forms, banners and websites for a wide range of clients in numerous fields
* Performed business promotion, customer relations, and “business to business” communications
* Project management – delivering projects from concept to completion and delivery
* Website content management and development

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**Russ & Julie’s House Concerts,** Oak Park CA **1997 – Present**

**Owner/Presenter**

*Created a highly successful monthly music venue that attracts artists from around the world, regularly sells out, and has an excellent reputation in the regional and national music community.*

* Designed and implemented marketing plans, advertising materials and all publicity required to establish credibility of new venue and continued to manage as venue expanded
* Hosted concerts by world-class musicians including John McEuen, Jim Messina, Chris Hillman, Laurence Juber, Lori Lieberman, John Hall, Karla Bonoff, Barry McGuire, Wendy Waldman and hundreds of others.
* Created and maintain websites: [www.houseconcert.us](http://www.houseconcert.us) and [www.AcousticMusic101.com](http://www.AcousticMusic101.com)

Certificates and Professional Development

**Recognized by KCBS Channel 2, NPR “Marketplace,” Los Angeles Times,**

**and Ventura Life & Style Magazines**

**Ventura County Reporter, Best of Ventura County**

2012 Best Intimate Folk Award

**Topanga Banjo-Fiddle Contest & Folk Festival**

2013 Legend Award Winner

**Folk Alliance Region-West (FAR-West)**

2015 Best of the West Ambassador Award

Education

**Juris Doctor**

Loyola Law School ▪ Los Angeles, CA

**Bachelor’s Degree in Economics**

Brandeis University ▪ Waltham, MA

Technology Skills

Excellent Technical Skills Including:

QuarkXPress, Adobe Creative Suite (InDesign, Photoshop,

Illustrator, Dreamweaver, Acrobat), HTML and MS Office

Proficient in both Mac and PC

Memberships & Affiliations

**California Bar Association**

Since 1988 *(Currently Inactive)*

**Brandeis University Alumni Association**

Since 1984