



o n j a y a t i l a k e

(4 0 8) 8 2 9 4 1 8 7
donjayatilake@gmail.com
<http://www.Dondesign.us>

Summary

- O In the past 5-6 years I have done freelance projects for number of clients. (Motorola.Inc., Carmel Resort Inn, Monte Verde Inn Resort, Bains Construction Developments, Mavericks Sports Club, Cricbay Sports club, Hawkes Sports club, "Granite Kraft" Granite company, "Sri" Authentic Restaurant -Santa Cruz, PD production Entertainments, "Panthers" mini Soccer team, "Red Hat" sports bar, Mazelove, Azie's Auto Body shop, Bodyslim... etc.)
- O I have worked on websites ,banners, icons and buttons using Flash, Dreamweaver, and HTML / CSS.
- O Created Restaurant menu designs for a restaurant in Santa Cruz using Adobe Photo shop, Illustrator, and InDesign.
- O Designed number of Logo designs for clients using Adobe Photoshop and Illustrator.
- O Designed flyers and Business cards using Adobe Illustrator, Photoshop and InDesign.

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Technical :

Adobe Photoshop
Illustrator
Dreamweaver
HTML/ CSS
Flash
InDesign
Quark
MS OFFICE and Apple OS

Soft Skills :

Team player
Punctual
Excellent customer service skills
Good written and verbal communication skills
Deadline driven



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Experience

Freelance Graphic / Web Designer (Since 2005)

- Web page design using Adobe Photoshop, Dreamweaver, Illustrator and Flash.
- Create Logo designs using Adobe Photoshop and Illustrator.
- Design Restaurant menu templates using Adobe Photoshop and InDesign.
- Made Clubs and social flyer and Business cards designs using Adobe Photoshop and Illustrator.

Marketing Consultant / Account Clerk- Intrapec Investment (2009)

- Create and Maintain the Websites.
- Leading Mail Campaigns.
- Handle online promotions.
- Help with Internet marketing..

Production Artist - Fast Sign (2008 – 2009)

- Operating Laser cutting machine.
- Working with Engraving machine.
- Cutting and trimming Signs.
- Installing Vinyl signs.

Web Designer - Motorola Inc. (2008)

- Web page Template Designing using Adobe Photoshop.
- Banner designing using Adobe Photoshop.
- Web site layout Designing using Adobe Photoshop and Dreamweaver.



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Experience

Production Clerk - San Jose Blue (2007 – 2008)

- Operate offset printers
- Printing, Scanning and Binding books
- Make invoices and handle customer phone calls

Sales Associate - Smart and Final (2002 – 2007)

- Stock, inventory, and maintain in- store freezer
- Assist customers with selection and purchase / Cashier

Accounts clerk - Jet Wing Travels (2000 – 2001)

- Create Final Accounts / Check invoices

Data entry/ Accounts Clerk - Ceylon Fisheries Corporation,
(1999 – 2000)

- Create Final Accounts and Bank Statements
- Computerize all the data in to the computer
- Create all the documents in the office



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Education

A.S. Graphic Design (March 2008)
Brooks College, Sunnyvale, CA

MS Computer Diploma (1999 – 2000)
IDM Computer Studies (pvt) Ltd, Colombo, Sri Lanka

A.A. Business Accounts (1996 – 1999)
St' Benedict's College, Colombo, Sri Lanka

Here is some sample website I have done.

<http://www.innatcarmel.com>

<http://www.carmelresortinn.com>

<http://www.casadecarmel.com>

<http://www.carmelmonteverdeinn.com>

<http://www.carmelocceaninns.com/tzoo102109.html>

<http://www.carmelocceaninns.com>

<http://www.granitekraft.com>

<http://www.bains-dev.com>

<http://www.dondesign.us/Sites/bodyslim1/bodyslim/index.html>

<http://www.aziesautobody.com/>