

CHARLES J. UNTERBERG

530 East 20th St. #9F, NY, NY 10009 | (718) 313-1297 | charlesunterberg2711@gmail.com | charlesjunterberg.com

PERSONAL SUMMARY

Creative and talented computer graphics artist and designer well versed in the field of computer art and the foundations of graphic design. My work experiences in non-profit organizations and museums combined traditional fine art elements of drawing, illustration, photography as well as painting with the skills gained in the computer graphics field. My expertise and work experiences enhance my creative presentations with a strong sense of theme, color, shape and form.

AREAS OF EXPERTISE

3D modeling ♦ 3D Animation ♦ Digital Video & Editing ♦
Photo retouching ♦ Graphic Design ♦ Print Production ♦
Product Design ♦ Design Layout ♦ Typography ♦ Multimedia
♦ Digital & traditional drawing, illustration, painting.

SKILLS

Adobe Creative Suite CS5/6 : Photoshop, Illustrator, Indesign ♦
Adobe Production Premium Suite CS5/6: Premiere,
AfterEffects, Flash, Dreamweaver ♦ HTML ♦ **MS Office**: Word,
PowerPoint, Excel ♦ **3D Software**: 3D Studio Max, ZBrush.

WORK EXPERIENCE

Mount Vernon Hotel, Museum and Garden, NY, NY

July 2016 - April 2019

Volunteer/Junior Graphic Designer /Curator Assistant

- Created a photography archival collection database of old museum images using Microsoft Excel and museum software PastPerfect.
- Designed brochures, invitations, pamphlets, flyers & ads with Adobe Photoshop, Illustrator, InDesign, and MS Publisher.
- Photographed and videotaped museum events for museum archive and projects.
- Digitally catalogued archival documents of museum records and objects according to their accession number.
- Canned and digitally archived the Hearst Fellowship Student Award Papers and catalogued in Microsoft Excel.
- Utilized art, drawing and illustration skills to design museum's outdoor chalkboard for events.
- Performed various administrative and clerical duties and worked as a interpreter on tours.

CJUGRAPHICS, NY, NY

January 2003 - Present

Founder/Owner/Graphic Designer

- Designed Power Point presentations with images and music for local public school.
- Painted wall murals in private homes.
- Developed brochure for PS134.
- Filmed and edited theatrical productions for elementary school.
- Created, designed and packaged art-themed activity kits for children's birthday parties.

Freelance Graphic Designer NY, NY

September 2006 - June 2014

Beehives and Buzzcuts Children Store

- Assisted art teacher with developing creative art projects for Pre-K-2nd grade students.
- Developed and arranged PowerPoint presentations to instruct students in various art skills.

Stuyvesant Town Community Center.

- Assisted Art Workshop Director in developing projects for senior citizen students.

American Leisure Corporation/Oval Kids.

- Designed a slide show using MS PowerPoint with animation, video and music to showcase student arts projects.

VOLUNTEER EXPERIENCE

Metropolitan Museum of Art, NY, NY

July 2016- Oct. 2016

Edited a wide range of images, crafted visual stories, cropped and color corrected photos using Adobe Photoshop to create dynamic presentation, created quick links for publication-ready photos for MET Staff.

EDUCATION

- **School of Visual Arts** *New York, NY (1999)* Computer Art, BFA
- **Pace University** *New York, NY (1992)* Information Systems, MS