

# PERCY J. DIEFENBACH

22 Orchard Place. ▪ Forty Fort, PA 18704 ▪ Phone: 570-855-4440 ▪ Email: PDScouts@gmail.com

## EXPERIENCED GRAPHIC DESIGNER

Experienced manager with a recognized talent for accomplishing tasks. Collaborates well with others to generate and execute ideas within tight deadlines. Passionate, persuasive and articulate in achieving excellent results working with challenging projects. Earned a reputation for dedication and going “above and beyond” to complete projects.

## Education

DEVRY UNIVERSITY – NAPERVILLE, IL

**Associate of Applied Science in Web Graphic Design, April 2012**

NEW HORIZONS – PITTSTON, PA

**CompTIA Network+ and A+ Certification Classes, March 2011**

ADVANCED TECHNICAL INSTITUTION – KNOXVILLE, TN

**Associate of Science in Business Management, 1998**

**Applications:** A+ Certified, Net+ Certified, Google Analytics Certified, Microsoft Office Suite Certified, OSHA 10 Certified

Adobe Photoshop, Adobe Dreamweaver, Adobe Illustrator, Adobe Bridge, Adobe Flash, Adobe Image Ready, Adobe InDesign, Adobe Acrobat. Adobe After Effects, Flexisign, Corel Draw, Microsoft FrontPage, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Visio, Microsoft Silverlight, WordPress, Quark, AutoCAD, Solid Works, QuickBooks, JavaScript, XHTML Programming, CSS programming and design, Java & J2EE

## Professional Experience:

WEB.COM – DRUMS, PA

3/2014 to PRESENT

### **Web Site Design and Publishing Support**

Help web site customers with technical issues including Advanced DNS, Web Design, Publishing, VPS, FTP, SSL Certificates, Product Addition and E-Commerce, Image Manipulation

JUNGLE GRAPHICS – EXETER, PA

9/2012 to 3/2014

### **Shop Manager and Graphic Artist**

Manage a store and shop producing signs, business awnings, t-shirts, web sites and promotional products.

NEG – WILKES-BARRE, PA

12/2011 to 9/2012

### **Crew Manager**

Supervised a crew of eight. Removed, rebuilt and restored damage from tropical storm flooding. Coordinated efforts with local municipalities.

AWNING NATION / ELITE SIGNS – DURYEA, PA

2/2006 to 1/2009

### **Director of Operations**

Managed production of wholesale awnings and signs. Designed and oversaw design, manufacture and delivery of all products. Coordinated delivery and production with other national production facilities.

### **Key Results:**

- Increased production by 250%.
- Added several new profitable products.

- Increased customer base by nearly 300%

SIGNBUDDIES – KINGSTON, PA

3/2001 to 2/2006

**Manager / Art Director**

Management of a full service retail sign, print and advertising shop.

***Key Results:***

- Helped introduce new products – web site design and t-shirt printing.
- Started the offset print division that included flyers, business cards and print ad placement and design.
- Won honorable mention in national sign design competition.

ALERT AMERICA – KNOXVILLE, TN

10/1997 to 2/2001

**Sales Manager**

Outside sales to homes and businesses of ADT Security products.

***Key Results:***

- Winner of diamond award for top sales in the state. (1999)
- Winner of three platinum awards for sales of thirty or more monthly sales. (platinum award was only awarded eight times during my tenure)
- Winner of eight gold awards for top sales person in office.

## **Associations and Hobbies**

**Associations :**

Parents Club 193 President – Non Profit group that promotes positive youth activities

Boy Scouts of America – Leader and Volunteer

Little League Coach & Board Member – Swoyersville, PA

Youth Soccer Coach – Forty Fort, PA

Youth Basketball Coach – Kingston, PA

Business Network International member

American Red Cross Volunteer

American Legion Volunteer

**Hobbies :**

Youth Mentoring, Camping, Hiking, Biking, Baseball, Golf, Fishing, Outdoor Activities

**References:**

**Dawn Insenberg, Customer Service - 570-417-4636**

**Tom Nankivell, Teacher – 570-814-7784**

**Ray Ercolani, Data Installer – 570-760-1462**