

# TIM COON

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## SUMMARY

Proven track record managing, designing, and implementing projects from conception to release, ensuring client guidelines and requirements are set and met. Skilled at working with cross-functional teams to ensure projects meet all milestones, deadlines, and budget requirements. Quality focused and results driven when developing new visual technologies, and processes to ensure successful outcomes for the end user.

## AREAS OF EMPHASIS

- Design & Layout
- Illustration
- Print Production
- UX Wireframe & Prototype
- Project Management
- Staff, Client, & Media Relations
- Program Research
- Problem Solving

## PROFESSIONAL EXPERIENCE

### Lead, Implementation Specialist

Adtalem Global Education | Virtual Location, California | 2018

Worked with and directed the day-to-day activities of colleagues. Provided coaching and mentoring to colleagues to ensure work is completed on time and of high quality. Assisted Director in hiring and developing the best. Provided feedback to colleagues during the year regarding performance, conducted performance reviews, and worked to overcome employee performance issues. Made recommendations to the senior leadership regarding policies and procedures that could benefit the department.

### Course Production Project Manager

Adtalem Global Education | Chatsworth, California | 2014 - 2018

Worked collaboratively with the curriculum, educational technologies, QA, and production teams to deliver project products per the plans approved by business owners. Assisted in the development and creation of department standards and procedures, including best practices for layout and design, animation, audio, and video. Streamlined workflows and integrate new software for innovative advancements. Acted as a mentor and information resource for colleagues as well as develop and conducts training sessions for team members.

### Sr. Course Production Specialist

Becker Professional Education | Northridge, California | 2012 - 2014

Scripted and created multimedia animations based on recorded lecture materials. Reviewed and tested lecture animations produced by other team members as part of quality assurance process. Troubleshoot advanced animation issues. Created Course packaging and textbook artwork. Performed multimedia research and development; investigated cutting-edge tools, and opportunities for innovation and continuous process improvement.

## Freelance Illustration and Design

Palmdale, California | 2000 - Present

Meet with the clients to discuss the scope of different projects. Advise them on the best strategies to use for their products, costs, and desired audiences. Create unique sketches, illustrations, product mockups, and logos for clients. Review all projects to ensure the product is at the highest standards. Present artwork to client to ensure they approve the final product.

## EDUCATION

### Bachelor, Media Arts and Animation

Art Institute of California | Santa Monica | 2000 - 2003

## AWARDS

### Ron Taylor Award

Becker Professional Education | 2014

Excellence in Performance

### Teach Values

Becker Professional Education | 2013

Teamwork and Communication

### Ron Taylor Award

Becker Professional Education | 2011

Excellence in Performance

## TECHNICAL PROFICIENCIES

*Environments:* Mac OS, Windows

*Tools:* Microsoft Office, Adobe Creative Suite (Illustrator, Photoshop, InDesign, Premiere, After Effects); K4 (Structures workflows for InDesign); InVision, Sketch UI, Trello, Share Point, Storyline 360.