

CRAIG RICHARDSON

Multimedia Visual Information Specialist

CONTACT



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Manassas VA, 20112

Portfolio

www.craigrdesigns.com

Security Clearance

Active TS//SCI with Poly

Granting Organization: DOD/US Army

Education

Pursuing Bachelor Degree in Interactive Design

Devry University, Naperville, IL

Associate of Applied Science, Web Graphic Design, April 2014

Devry University, Naperville, IL

Technical and Specialty Training

- ❖ Section 508: What is It and Why is It Important to You?, 2023
- ❖ Getting the Most from Your Employees Through Check-Ins, 2022
- ❖ Adobe Edge Animate CC: Creating and Animating Artwork, 2020
- ❖ Adobe Edge Animate CC: Exploring the Interface, 2020
- ❖ Diversity and EEO for Decision-Makers, 2018
- ❖ Illustrator Fundamentals Workshop, 2014
- ❖ Maximizing Analytic Review Process, 2013
- ❖ Tripwire Analytical Capability (TAC) Course, 2012
- ❖ Fundamentals of Geographic Information Systems Course, 2008
- ❖ Defense Intelligence Agency SCI Security Officials Course, 2006
- ❖ Advance Web Authoring: Java, CGI & PERL, 2004
- ❖ Web Authoring and Publishing, 2004

Employment History and Experience

December 2022 to Present

Joint Duty Assignment

Office of Communications and Congressional Affairs (OCCA)

Defense Counterintelligence and Security Agency (DCSA)

Quantico, VA 22134-2253

Position Title: Visual Information Specialist

Relevant Skills: Understanding of DCSA product creation processes and policies. Proficient with Adobe InDesign, Illustrator, Photoshop and Animate. Extensive experience with After Effects, Premiere, Dreamweaver, HTML5, CSS3. Experience with product creation for 508 compliances.

Description of Project: Serves as a Visual Information Specialist for OCCA at the DCSA.

Description of Role: Serves as a Visual Information Specialist for the Creative Team. Performs a full range of project creation duties to include graphic art production, visual information design, publication design, and other technical multimedia items to support DCSA initiatives. Provides subject matter expertise on web design techniques and applies them to internal and external websites. Introduce or suggest new concepts, training and strategies to advance the Visual tradecraft. Guide, advise, and assist DCSA personnel with products, which clearly and accurately convey the product's message in accordance with established DOD and DCSA publication policies and OCCA quality standards. Ensures an understanding of new tools, technologies, or business processes for current and/or future production requirements and the current tradecraft standards (e.g., ICD 203) and industry best practices. Contribute to the advancement of the OCCA visual production process and office capabilities. Establish, design, update, implement and install standards for visual productions, and implement governing rules and branding guidelines. Striving to advance visual tradecraft, standards and branding, ensuring DCSA presents the highest quality visual products. Introduce new processes and standards to enhance visual support to internal and customers.

January 2017 to December 2022

National Geospatial-Intelligence Agency (NGA), Springfield, VA

Position Title: Multimedia Specialist, Team Lead

Relevant Skills: Understanding of NGA production and dissemination process and policies. Certified Web Designer. Extensive experience with The Intelligence Community Production System (ICPS). Experienced with Adobe Animate, After Effects, Premiere, InDesign, Illustrator, Photoshop, Dreamweaver, HTML5, CSS3 and product creation for 508 compliances.

Description of Project: Serves as a Multimedia Specialist and Team Lead for the Office of Analytic Trade Craft (ATC) at the NGA.

Description of Role: Served as team lead for a high performing branch and was able to work well under time pressure. Assigned and managed the production workload, product timelines and deliverables for all interactive products and provided bi-weekly production reports to ATC management. Designed, produced and delivered complex graphic products to include participating in customer review meetings to guide project revisions and direct and define project requirements and plans. Developed original graphic concepts for product design, skillfully applying graphic design principles. Experienced with multimedia software - Adobe Master Suite (i.e., Adobe Photoshop and Illustrator, Premiere, After Effects, Streaming Audio and Video); Skilled in the use of Microsoft Office products including Word, Access, Excel, Power Point; and possess a solid understanding of current web standards, web browser compatibility and proficient knowledge of HTML/XHTML, XML, JavaScript, and CSS. Provided technical troubleshooting and/or pursued resolution from available resources. Provided peer-level oversight for quality control. Applied complex graphic design principles, theories and practices. Designed graphic formats such as technical drawings, illustrations, timelines, organizational charts, flow charts, statistical charts, matrices, and schematics. Briefed team and management on the status of projects, as needed. Facilitated product consults, coordinated with the ATC production management team and NGA analysts to create a production plan, optimal layout, and the best media format that will best present the Intelligence message. I maintained ATC's external website which optimizes Office and Division production processes and dynamically maximize conveyance of NGA's GEOINT content via the ATC website. I provided design and production expertise to the analytic cadre of 25 AO offices in support of policy makers and global NSG/ASG mission partners. Performed troubleshooting, automated updates, and created browser-based user experiences in support of analytic conveyance. I served as the ATC steward for NGA production guidance ensuring GEOINT analysts have access to the most current Agency standards for formatting, styling, and sourcing.

October 2016 to January 2017

TPGS, Springfield, VA

Position Title: Multimedia Specialist

Relevant Skills: Understanding of NGA production and dissemination process and policies. Certified Web Designer. Extensive experience with National Exploitation System (NES) and Adobe FrameMaker. Familiarity Adobe InDesign, Illustrator, Photoshop, Fireworks, Dreamweaver, HTML5, CSS3, Flash Animation and ArcMap.

Description of Project: Serves as a Multimedia Specialist for the Office of Analytic Trade Craft (ATC) at the NGA.

Description of Role: Served as part of a high performing team and is able to work well under time pressure. Designed, produced and delivered moderately complex graphic products to include participating in customer review meetings to guide project revisions and direct and define project requirements and plans. Developed original graphic concepts for product design, skillfully applied graphic design principles. Experienced with multimedia software - Adobe

Master Suite (i.e., Adobe Photoshop and Illustrator, Premiere, After Effects, Streaming Audio and Video); Skilled in the use of Microsoft Office products including Word, Access, Excel, Power Point; and possessed a solid understanding of web standards, web browser compatibility and proficient knowledge of HTML/XHTML, XML, JavaScript, and CSS. Provided technical troubleshooting and/or pursue resolution from available resources. Provided peer-level oversight for quality control. Applied complex graphic design principles, theories and practices. Designed graphic formats such as technical drawings, illustrations, timelines, organizational charts, flow charts, statistical charts, matrices, and schematics. Briefed team and management on the status of projects, as needed.

January 2001 to January 2017

Freelance Designer, Woodbridge, VA 22193

Position Title: Freelance Web, Graphic and Multimedia Designer

Relevant Skills: Web and Graphic Design, Flash Animation, Infographic Design, Client Management, HTML5, CSS3. Familiar with Adobe Premier, JQuery and Javascript.

Description of Role: Create graphic designs for web communications and marketing materials; Create high quality images for newsletters, business articles, and social media; Perform image cropping, resizing and adjusting to ensure the highest quality; Develop effective imagery concepts for ad materials, marketing and websites; Create and update templates for business and promotional materials; Develop creative business presentations, infographics, and Flash animations; Create sketch and rough draft storyboards for media and project development.

June 2013 to October 2016

Clear Resolution Consulting (CRC) LLC,

5523 Research Park Drive, Suite 240, Baltimore, MD 21228

Position Title: Web and Multimedia Information Tech/Editor/CRC NGA Site Lead

Relevant Skills: Understanding of NGA production and dissemination process and policies. Certified Web Designer; Adobe InDesign layout and formatting; Experience with National Exploitation System (NES) and Adobe FrameMaker; Familiar with Adobe Illustrator, Photoshop, Fireworks, Dreamweaver, HTML5, CSS3, Flash Animation and ArcMap.

Description of Project: Editor for the Office of Analytic Content Management (ASC) at the NGA. Responsible for administrative support to CRC Inc. personnel assigned to NGA Springfield.

Description of Role: Edit intelligence documents, graphics, infographics, and multimedia products for accuracy, organization, content and compliance with language, style, publication, and format standards; verify all classification of intelligence products. Process and disseminate documents in many hardcopy, softcopy, and web formats ensuring compatibility with a variety of computer systems and telecommunications networks. Cross-trained with other elements of the publication's branch including the Visual Information Specialist (VIS) to edit images and

create graphics and infographics using Adobe Illustrator and Photoshop; Format the NGA ASCS Writers Comer monthly newsletter publication using Adobe InDesign.

July 2012 to December 2012

CRC LLC, 5523 Research Park Drive, Suite 240, Baltimore, MD 21228

Position Title: Tripwire Analytical Capability (TAC) Consultant

Relevant Skills: Extensive experience working with several analytical databases including M3, CIRAS, COLISEUM, GEMINI, TAC; Provided daily functional mission support, intelligence analysis, and technical review.

Description of Project: TAC Consultant for the Time Dominant Operations Center (TDOC) at NGA. Daily operations entailed briefing and training support.

Description of Role: Created TAC entities and macros using pattern specification language (PSL) within the TAC software application; acquired multi-INT data for analysis; monitor time-dominate forums and message boards; provided research and ad-hoc projects using multiple computer databases and special source libraries. Trained new TAC users and provided on-site support to NGA personnel. Contributed to the preparation of analytical and technical reports and publications, prepared graphics, and maintain hard/soft copy files, including target folders, film files, collateral files, and other publications; created graphics and provided image support for high-level intelligence briefings.

May 2004 to June 2012

U.S. Army; NGA and Cruise Missile Support Activity (CMSA)

Position Title: Senior Imagery/Geospatial Intelligence Analyst, Collection Manager, Web Master

Relevant Skills: Extensive experience with M3, CIRAS, COLISEUM, GEMINI, TAC; Familiar with ArcView, Photoshop, Fireworks, Dreamweaver, HTML5, CSS3, and Flash Animation.

Description of Project: Senior imagery analyst for the Underground Issues Division at NGA as well as a National Geospatial Collection Manager and Directorate Web Master.

Description of Role: Reviewed, monitored, and performed in-depth analysis of multi-sensor imagery. Created annotated imagery products using Adobe InDesign, Photoshop, and Microsoft PowerPoint. Built and maintained Adobe Flash animated web pages and training modules for CMSA. Coordinated and disseminated finished intelligence products including NES Remarks, First Looks, Highlight Cables, NGA Intelligence Briefs (NIBs) and Imagery Reports (IRs). Oversaw and led team production meetings, ensuring timely completion of critical intelligence products. Used Web-based Access and Retrieval Portal, National Image Library, and Image Product Library, for national and commercial imagery products; maintained Intelink website for deployed National Security Agency Cryptologic Support Team personnel. Developed, formatted, and released reports using NGA standard applications; provided geospatial intelligence data for creating and tracking production requirements within The Community On-Line Intelligence

System for End-Users and Managers (COLISEUM); Installed and mapped more than 5,000 mission critical data and imagery files into ArcGIS databases and resolved all related technical problems.

April 1992 to May 2004

U.S. Army; Various Locations

Position Title: Imagery Analyst/ RDT &E NCO

Relevant Skills: Certified Web Designer, Imagery Analysis, Internal and External coordination. Experienced with FTP, HTTP, HTML and XHTML. Certificate received for Microsoft Access database training, Certificate received for Advanced Web Authoring Java, JavaScript, Server Side Includes (SSI), CGI and PERL. Familiar with Adobe Flash Action Script 3, PHP, and Open-Source Relational Database Management System (MySQL).

Description of Project: Multiple roles while serving as a member of the U.S. Army.

Description of Role: Led Imagery Intelligence operations in the Information Dominance Center (IDC) Korea directly supporting 12 U.S. Forces Korea. Responsible for daily intelligence efforts of multiple intelligence disciplines including imagery, signals intelligence (SIGINT) and human intelligence (HUMINT) while coordinating with theater commanders. Served as final product reviewer, providing quality control of text, graphics and overall product formatting. Conducted short and long-term analysis by entering appropriate codes, identifiers and key words into archival databases. Formulated extensive database queries for analysis research. Participated in periodic meetings with analytic team and customers to review work status, requirements, problems, options and concerns. Test NCO supporting operational testing for a variety of military intelligence systems in the Army acquisition process. Established and maintained unit website for Intelligence Electronic Test Directorate. Responsible for creating and maintaining HTML and graphic files. Performed platoon sergeant duties during the conduct of operational tests and was responsible for all logistical support of tests. Trained attached data collectors on all data collection techniques while serving as a subject matter expert (SME) for systems under test. Wrote and reviewed assigned test documentation and advised Division Leadership on all test matters.