

# Richard J. Carroll

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## SUMMARY

Innovative creative director and program manager with a proven record of achievement in the visioning, execution, and management of engineering, technical, artistic and photographic projects. Technically skilled in marketing, creative design and photography. Demonstrated strengths in the management of resources, supervision and selection of talent, and working across functions to meet objectives within prescribed deadlines.

## PROFESSIONAL EXPERIENCE

### Arizona State Government - Library, Archives and Public Records, Phoenix AZ

#### *Records Analyst/Preservation Imaging Manager*

Manage all aspects of Arizona's electronic imaging, preservation operations, and micrographics/disaster recovery program per ARS Code for Arizona State, including: developing, hiring, scheduling and overseeing staff, contracting and purchasing; project management, monitoring and reporting procedures and work flow of the Preservation Imaging Lab, utilizing best practices/procedures. Advise governmental agencies (state, counties, and cities) and educational institutions on record retention schedules and technical standards for their archiving and document maintenance needs. Promote agency services statewide via seminars, print and social media.

Prominent archival preservation projects directed include:

- AZ Highways Digitization Initiative: digitization of the Arizona Highways Magazine collection - 1950-2000, for both the archival needs of ADOT and free public access on the Arizona Memory Project (AMP) website.
- Preserving and microfilming Arizona's state newspapers from territorial days to present under the Federal Library Services & Technology Act (LSTA) national grant.

### AP-AZ/Resolution GraphX, Phoenix AZ

#### *Principal/Creative Director/Web Master*

Marketing development, management, sales, creative direction and consulting, for AP-AZ/Resolution GraphX. Manage staffing, training and rewards programs. Provide photographic, video, multi-media, graphic design, and web creation services for: City of Phoenix (qualified vendor), AZ Diamondbacks, AZ Coyotes, Harlem Globetrotters, Iron Girl marathons, Super Bowl, Phoenix Parks & Rec activities, MacDirectory and Tennis Living magazines, fantasy leagues, theatrical and schools performances and activities, weddings and social events.

### Integrated Device Technology Inc, Tempe AZ

#### *Technical Editor*

Create, write, develop and edit technical documents, data sheets and marketing collateral for semiconductor, microchip/digital electronics, international manufacturing corporation.

### Sonoran Science Academy, Phoenix AZ / Arizona Science Center, Phoenix AZ

#### *STEM Instructor / Educator / Science Programs and Camps Instructor*

Generate excitement and enthusiasm among students at Phoenix schools as instructor for Science, Technology, Engineering and Math for the 21st Century (STEM) education initiative leading students in inquiry, discovery and problem based investigation. Science, photography, yearbook and lego clubs advisor.

### Sherman Group/Lacor Streetscape, Phoenix AZ

#### *Creative Designer*

Design and initiate marketing campaigns, proposals, presentations and trade show exhibitions for landscape architecture and design firms. Overhauled the firms' internet presence. Webmaster for their computer network.

- Created displays for AZ Forward Crescordia Environmental Excellence awards.

### Honeywell/AlliedSignal Aerospace, Phoenix AZ

#### *Project Manager/Creative Services Coordinator/Creative Designer*

Responsible for all aspects of project management and program development at Honeywell Training Solutions including program design, marketing, proposal and contract writing, bidding, workflow, subcontracting, managing time, budget and resources. Supervised vendors and suppliers. Directed art services, photography and illustration for training material and product enhancement.

- Six Sigma Green Belt
- Directed a \$500K web assisted training program on Lean/Six Sigma methodologies for the U.S. Air Force and contractors. Initiated national marketing campaign promoting the program to aerospace and education.

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## SOFTWARE PROFICIENCY

Adobe CC (Photoshop, Lightroom, Illustrator, Acrobat, Premiere, InDesign, FrameMaker, PageMaker, Dreamweaver), Microsoft Office (Project, Word, Excel, PowerPoint, Publisher, Outlook), Google Docs, Apple (OS-X Server, Photos, iPhoto, iMovie, Pages, Numbers, Keynote), Quark XPress, FileMaker Pro, CAD (CATIA, AutoCAD), 3D design (Vectorworks, form•Z, Poser), Corel Painter

## HARDWARE PROFICIENCY

Computers (PC, Mac), Cameras (large format view, medium format, DSLR, 35mm, microfilm, video), Lighting (flash, studio), Scanners (orbital, flatbed, map, slide, microfilm), Microfilm Archive Writer, Printers (large format, inkjet, dye-sub, laser), Photographic enlargers (color, B&W), Darkroom equipment, Color and B&W printing (cibachrome, negative, fiber and RC papers), Film processing (E-6, C-41, B&W), Laminators, Mounting and Framing

## EDUCATION

### Northern Arizona University

Bachelor's Degree: Engineering Technology – Graphics and Design

Dual Minors: Photography, Art

## CERTIFICATES RECEIVED

Fingerprint Clearance Card	State of Arizona/DPS	2018
Leadership Development Training	Training to You	2017
Highly Qualified – Middle Grades General Science	Arizona State Dept. of Education	2011
Bullying Prevention	ATA/Olweus	2011
Leadership/Education Seminars	ACCORD Institute for Education Research	2010
Highly Qualified – Elementary Education	Arizona State Dept. of Education	2009
Managerial and Team Building Skills for Project Managers	American Management Assoc.	2001
Project Scope, Time and Cost for Project Managers	American Management Assoc.	2001
Six Sigma/LEAN (Cost Reduction)	Honeywell Training	2000
Management Problems of the Technical Person in a Leadership Role	Fred Pryor Seminars	
“How To Handle Difficult People” Management Seminar	Fred Pryor Seminars	

## PUBLISHED WORK

Articles	Tennis Living Magazine	Inaugural Issue – Meghann Shaughnessy	1/2009
	MacDirectory Magazine	“Who's Who at MacWorld 2001” Photo Essay	Spring 2001
	Aircraft Maintenance Technology Magazine	“Honeywell's GTCP36-100 APU” Photography and graphic support	4/2000
	Aircraft Maintenance Technology Magazine	“Mastering the Honeywell Two Button Digital Engine APU Controller” Photography and graphic support	3/2000
Advert's	College Planning & Management	Metro Magazine	Aviation Weekly
	Community Transportation Magazine	National Busline	Arizona Real Estate
	American Public Transportation Assoc.	Mass Transit Magazine	Golf Course Trades