



Tim Alan Liszt

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SUMMARY

Research activities • Prospect handling • Formal business proposal creation • Supervisory experience • Strong written & verbal communication skills • Graphic design, web design & development • Publications • Accurate map work • Presentation graphics • Expertise with varied computer systems & application software • Geographic Information Systems (GIS) • Ability to prioritize & complete multiple projects on deadline • Creative problem solver • Collaborative team player • Experienced designer • Attention to detail

PROFESSIONAL EXPERIENCE

Portland Development Commission

*The City of Portland's Agency for urban renewal, housing and economic development.
1986 – Present*

Business Information Coordinator

Since November 1992, serve as the Business Development/Research Specialist and Information Coordinator in the Economic Development Department. Responsible for research activities and presentation of economic/demographic data for proposals. Work with prospect firms looking at Portland for business location. Create presentation graphics for Economic Development department, including overheads, presentation boards, maps and collateral material. Serve as department liaison on PDC's Internet Team working to maintain and expand agency web site. Serve as department representative on PDC's Information Technologies Strategic Planning Team and Activities Committee.

Previously, from 1986 to 1992, worked as the Graphics Specialist in the Public Affairs Department and was responsible for the design, layout and typography of varied Commission documents including presentation graphics, brochures, reports, and maps. Worked closely with Project Coordinators to assure that the visual communication was as clear and effective as possible. Utilized Macintosh computers and a wide variety of software including PageMaker, Illustrator, Freehand, Photoshop, Word and Excel, as well as other design and production software. Developed database to tracking Commission documentation and external press and community contacts.

PROFESSIONAL EXPERIENCE

Freelance Graphic Designer

1984–2004

Partial Client List:

Lone Oak Construction and Real Estate

InSpec International, LLC

Columbia Gorge Salon & Spa

Project Quest, non-profit

River City Resource Group

Wet Dawg Watersports Company

Servio Logic Corporation and N-DEX Laboratories

Writer/Analyst

May 1984 to June 1986

Writer/Analyst, responsible for researching and producing technically-oriented concept papers covering various issues in the computer field. Papers were presented to the director in charge of Servio's research arm, N-DEX Labs, located in Walnut Creek, California.

Corporate Publishing/Writer, produced news releases for a variety of business clients for an advertising/public relations firm. Ensured accuracy, completeness and timeliness. Researched and maintained media list.

December 1982 to May 1984

Office Systems Specialist, responsible for IBM PC training and development of needed educational materials, development of all documentation procedures, and assessment and recommendation of equipment and software. Contributing member of Company's Systems & Office Automation Task Forces. Involved in production of company's initial product user manuals, including creation of graphics. Provided training to staff involved with document production on the Macintosh. Supervised administrative and secretarial support staff of ten.

EDUCATION

Westmont College, Santa Barbara, California 1975–1981

Bachelor of Arts, 1979

Pacific Northwest College of Art, Portland Community College, Technical Training

Design and typography courses, Dreamweaver course, Photoshop course,
Adobe and Macromedia training, ArcView GIS training

