

Russell Shaddox

204 DAVIS STREET
HAMDEN, CT 06517-1806
203 785 8520
EMAIL RUSSELL@SHADDOX.NET
WEB WWW.SHADDOX.NET

Professional summary

Fields of expertise include communication planning and execution; verbal and visual presentation of ideas, products and services; and the initiation and management of client and vendor relationships. Experience in graphic design, web site production, writing, editing, computing, and project and personnel management.

Work history

YALE SCHOOL OF MEDICINE, WEB DESIGN & DEVELOPMENT, NEW HAVEN, CONNECTICUT

Site designer and producer **2001–present**

Design and produce print and web media for the School of Medicine and other Yale departments. Conceive and implement communication strategies for Yale organizations.

- Spearheaded the startup of a print-design business in the department.
- Coordinated and produced financial reports by the medical school dean to officers of the Yale Corporation.
- Created an acclaimed identity system for the School of Engineering for its sesquicentennial, including logo, stationery, publications, and a poster series.
- Initiated a comprehensive audit of Copy & Print Center services. Reviewed space and equipment needs and made recommendations for changes in location, workflow, and infrastructure.

YALE SCHOOL OF MEDICINE, WEB DESIGN & DEVELOPMENT, NEW HAVEN, CONNECTICUT

Manager, graphic design **1996–2001**

Supervised the design team at RIS, the principal design and printing source for Yale's central campus. Hired designers and production personnel. Interfaced with clients, vendors, and printing liaisons. Oversaw scheduling, workflow, and quality control. Evaluated and repaired Macintosh network and computers. Provided design and strategic communication services for a variety of Yale clients.

YALE HUMAN RESOURCES & AUXILIARY SERVICES, NEW HAVEN, CONNECTICUT

Communications coordinator **1994–1996**

In coordination with department heads and the Associate Vice President, supervised and carried out communication planning and strategy for Yale's Human Resources, Purchasing, Travel, and Graduate Housing departments.

- Determined communication strategies for departments and long-range projects.
- Wrote and edited communications for department heads and officers of the University.
- Working with Yale's director of public affairs, played a key role in internal communications during the 1996 labor negotiations, including writing, editing, design, daily web updates, and production.

GP&P ADVERTISING, PROSPECT, CONNECTICUT

Art director **1993–1994**

Designed, wrote and edited advertising material for several major clients.

- Clients included ESPN and Waterbury Hospital.
- Supervised ad program for trade magazine, increasing commissions 50 percent.
- Coordinated print projects and interfaced with print vendors.

WATERBURY REPUBLICAN-AMERICAN, WATERBURY, CONNECTICUT

News and graphics editor **1988–1993**

Supervised Sunday news desk as well as graphics and design departments for Connecticut's fourth-largest daily newspaper. Supervised two-person graphics staff as well as news and features page design. Edited and designed Sunday Page One and eight Sunday feature sections.

- Conceived and executed a two-year comprehensive redesign of the newspaper.

Russell Shaddox

204 DAVIS STREET
HAMDEN, CT 06517-1806
203 785 8520
EMAIL RUSSELL@SHADDOX.NET
WEB WWW.SHADDOX.NET

Education

B.A., magna cum laude, English, 1985.

Phi Beta Kappa, 1984.

Awarded full-tuition Dean's Honor Scholarship.

Postgraduate work in English literature and literary theory on a full-tuition Mellon Fellowship, Brown University, 1985-1986.

Additional training

Personnel management and supervision

Project management

Workplace communications

Instructional design

Information graphic design

Color's role in publications