

CURTIS GARRETT KIRKHOFF

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Objective

To obtain a career in language, intelligence, technology, and/or foreign affairs.

Key Skills

- Proficient in listening, speaking, reading, and typing in Mandarin Chinese
- Extensive knowledge of Chinese culture, from living abroad and personal research
- Quick to learn new languages and to adapt to new and unfamiliar surroundings
- Driving interest in foreign policy, culture, and language
- Extremely inquisitive and always willing to learn
- Expert knowledge in multimedia design, manipulation, and development
- Professional experience in software engineering and user interface design

Education

B.A. Arts Applications

North Carolina State University, Raleigh, NC

Work Experience

China Sourcing Information Center – Marketing Director

Shenzhen, China (working remotely from the US as of mid-October, 2011)

April, 2011 – Present

Responsibilities include web & print marketing for the China Sourcing Information Center and its online magazine, the “China Sourcer”. On a daily basis, I design and produce multimedia in the following mediums: video, graphics, print, and web. Other responsibilities include proposing, designing, and developing more user-friendly web interfaces for the CSIC website and its sponsors.

Concierge Solutions – Software Developer

North Carolina, USA

January, 2009 – Present

Responsibilities included designing and developing user interfaces for touch panel and remote controlled displays. I was the lead UI designer and developer for creating solutions that give users the ability to access the amenities and services offered by a hotel, neighborhood, or condo from a television, touchscreen, or mobile device.

Funful Bilingual School – English Teacher

Shenzhen, China

February, 2010 – March, 2011

Responsibilities included creating and carrying out lesson plans, assessments, and activities for elementary grade students. I was also responsible for writing and directing a one-act drama for the graduation ceremony. I used Mandarin Chinese listening, speaking, and reading skills on a daily basis.

Dramatic English – English Drama Instructor

Hong Kong

June, 2009 – December, 2009

Responsibilities included creating lesson plans and conducting English Drama classes in various schools across Hong Kong. English levels among students ranged anywhere from beginner to advanced. Other responsibilities included writing and directing school plays.

Eye Opening Entertainment – Video Production Artist

North Carolina, USA

August, 2008 – January, 2010

Responsibilities included designing and creating videos primarily for advertisements. I worked with Final Cut Pro, Adobe Premiere, Adobe Photoshop, Adobe Illustrator, and Adobe After Effects.

Cisco Systems – Flash Developer

North Carolina, USA

January, 2007 – August, 2007

Responsibilities with Cisco included designing and developing e-learning modules for the international sales team. We were responsible for creating interactive Flash videos for every product offered in the global market. Long hours with tight deadlines.

BrightDoor Systems – Software Engineer

North Carolina, USA

April, 2006 – June, 2009

Responsibilities included designing and developing real estate software for resorts and high-end properties worldwide, including concierge solutions, interactive map displays, and marquees. I proposed new ideas for user interface design and better coding methods and brought many of them through fruition. I worked primarily in ActionScript 2 and 3 and successfully created the new AS3 platform, which is still being built upon today.