



Brian Hanes

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Qualifications

- Proficient in Adobe Creative Suite CS5, CS5.5 and CS6: Photoshop, Illustrator, InDesign, and Dreamweaver
- Web Design including HTML code
- Advanced knowledge of Mac OS X and Windows

Experience Highlights

- Designed communications suite for Shook, Hardy & Bacon Records Management Department including brochure, intranet site, proposed knowledge management site, and newsletter
- Developed Firm-wide marketing for electronic files initiative at SHB
- Collaborated with the Records Trainer to create a promotional video for the SHB Records Management Department
- Design monthly Lunch and Learn invitations for SHB Human Resources for distribution to all employees of the Kansas City office

Education

August 2005 – May 2012: Metro Community College, Kansas City, MO
Applied Associates of Science in Graphic Design – Awarded with Honors
Honor Roll Spring 2006 through May 2012

- Phi Theta Kappa International Honor Society - Upsilon Kappa Chapter Member Spring 2008 to Present
- Overall MCC Grade Point Average: 3.815
- Participated in two Student Art Shows, 2006 and 2009
- Participated in Spring 2012 Graphic Design Graduate Exposition

Awards/Recognition

- **Shook, Hardy & Bacon:** CODA (Celebrating our Differences Award), June 2012
- **Shook, Hardy & Bacon Records Management Department:** Diamond Award Winter 2006, Platinum Star Award 2005 and 2007, Employee of the Month September 2003
- **Boy Scouts of America:** Eagle Scout Award 1999, Troop 221 Senior Patrol Leader 1997

Employment History

March 2002 – Present: Shook, Hardy & Bacon, Kansas City, MO Team Leader/Project Assistant - Special Projects

- Create and update the Records Department newsletter RecordsLink
- Design various logos, invitations, and other items for distribution within the firm to advertise business changes and events
- Plan and design a multi-office firm-wide marketing campaign for electronic records management
- Plan high-level Records Management Department projects thoroughly and carry them out efficiently to completion
- Worked with Records Department Management, Conflicts Department Management, and the Applications Development department to create and implement a new database to hold Matter Closing forms and remove duplicate manual entries increasing efficiency for Legal Administrative Assistants and Records team members as well as storing them in one location rather than three

References

Chyanne Cardarella

Records Manager
NAIC
1100 Walnut, Suite 1500
Kansas City, MO 64105
(816) 783-8154

Kelly Zamboni

Records Supervisor
Shook, Hardy & Bacon LLP
2555 Grand
Kansas City, MO 64108
(816) 474-6550

Jennifer Buso

Multi-Media Trial Support Specialist
Shook, Hardy & Bacon LLP
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Summer Ouderkirk

Document Specialist
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