

Peter Dovak

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Employment History

New Magellan Ventures (February 2011 - present)

Venture capital group promoting the high-speed rail systems of the Central Japan Railway Company

Project Director - Primary Duties:

- Creation, refinement, and organization of extensive reports and presentations
- Development of in-house marketing materials (technical graphics, websites, logos, videos, etc)
- Direction of activities undertaken by contracted firms related to larger marketing projects
- Management of global high-speed rail database; production of weekly industry activity newsletter
- Go-between for Japanese team members, adhering to strict confidentiality restrictions
- Coordinate and monitor Confidential Information transferred via secure VPN in Secure Room
- Miscellaneous activities as needed, including social media management, event planning and logistics, board meeting coordination, translation, weekly activity recaps, office technical support

Japan/America Society of Kentucky (August 2009 - May 2010)

Nonprofit providing networking opportunities and events for the Japanese population in Kentucky

Intern - Primary Duties:

- Administrative support under Chairman, including document formatting and member outreach
- Development of new logo with direction from public relations board and JASK members
- Creation of marketing materials for events; rebrand and regular updates to bilingual website

Other Experience

Freelance Graphic Design

- Manage online retail store selling products featuring transit-related designs
- Freelance design work featured in phone applications, by transit operators, etc

Greater Greater Washington (ggwash.org/pdovak)

- Contribute graphics-heavy blog posts related to local urbanism, particularly public transportation
- Develop relevant graphics and other visuals for other contributors

Metro Volunteer Person (MVP)

- Participating in pilot effort of WMATA volunteer program
- Assist customers with wayfinding and ticketing within the Washington Metrorail system

Education

University of Kentucky (August 2005 - May 2009)

- BA - Foreign Language & International Economics

Proficiencies

Computer Applications

- Adobe Creative Cloud: Illustrator, Photoshop, Premiere, After Effects
- Microsoft Office: Word, Excel, PowerPoint

Foreign Language

- Japanese Language Proficiency Test (JLPT): Level N3 certified