

Peter Dovak

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Employment History

The Northeast Maglev, LLC (February 2011 - present)

Promoting deployment of the Central Japan Rail Company's Superconducting Maglev system in the U.S.

Project Director - Primary Duties:

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

Other Experience

Transit Oriented Design, LLC (transitoriented.design)

Freelance graphic design for and about the public transportation industry.

- Freelance design work for all aspects of the transit industry, including government agencies, non-profit advocacy groups, phone applications, and more
- Coordinate online retail store of products featuring transit-related designs

Greater Greater Washington (pdovak.com/ggwash)

Well-known blog focused on urbanism and smart growth issues in the Greater Washington region.

- Contribute graphics-heavy posts related to local transportation and infrastructure
- Develop relevant graphics and other visuals for other contributors and other general needs

Education

University of Kentucky (August 2005 - May 2009)

- BA - Foreign Language & International Economics

Proficiencies

Computer Applications

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

Foreign Language

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