

Summary: An outstanding graphic design professional with 10+ years experience in print and HTML design and production with a strong commitment to excellence. In addition to creative publication and promotional design and production expertise, has experience with mentorship, training, client service, team collaboration, and project management.

Skills: Print Design; Web Design (XHTML and CSS); HTML E-mail Design; Digital Photography; Illustration; Macintosh Hardware Maintenance (Diagnosis and Repair)

Applications: Adobe Creative Suite CS3 (Photoshop, Illustrator, Acrobat, InDesign, Dreamweaver); QuarkXpress 7; Microsoft Office Applications (Powerpoint, Excel, Word, Entourage); DVD Pro; Director

Professional Experience:

Soundview Executive Book Summaries / Clement Communications (2000-2009)

Soundview Executive Book Summaries reviews and summarizes the 30 best business books of the year. Clement Communications Incorporated specializes in posters, newsletters and other publications that help companies improve safety and quality in the workplace.

Senior Designer (2005 — 2009)

Accomplishments:

- Quickly adapted to expanded responsibilities while maintaining a full creative workload at the time of the company split including: mentorship of a junior designer; purchasing and establishing a new Mac network; additional Administrative duties; expanding the in-house production capabilities of the company.
- Self-taught HTML to expand the company's internet marketing capabilities.
- Expanded the company's Print-On-Demand capabilities to include the multi-media product line.
- Expanded the company's current print product line by digitizing all of the publication's back issues and making them available for Print-On-Demand production.
- Researched and developed a multi-media product line by learning and applying new software and hardware to an existing print product.
- Aided in the development of new print product lines.

Print Responsibilities: Developed and designed marketing materials; Maintained main product lines and ancillary products; In-house photoshoots and original image creation.

Digital/Web Responsibilities: Designed and formatted HTML e-mails for the internet marketing group; Web graphics for the company's web site.

Administrative Responsibilities: Purchased and maintained equipment for the Mac network as well as the Print-On-Demand production equipment; Managed the art department's budget.

Additional Responsibilities: Assisted HR and upper management in interviewing temp and Junior Graphic Design positions; Trained and mentored Junior and temp designers.

Global Telecommunication Solutions (1997-2000)

A publicly-traded prepaid phone card and telecommunications company.

Graphic Artist

Sole graphic artist for a prepaid phone card company. Responsible for the conception, design and prepress of all printed pieces and assist in the development of marketing strategies and promotions. Also responsible for the maintenance of all Macintosh hardware and software.

Education: BFA (Communication Design) Kutztown University; 1997