

**Career Summary**

From advertising in graphic design, to website design/development, to computer tech support: I have maintained a strong work ethic and adaptability to solving problems and designing solutions. I am highly motivated and thrive in environments that require continuous learning and improvement. When a deadline is in order, you can always count on me to get the job on time.

**Experience****Production Artist**

Organization: Tradenet Publishing

Tenure: April 2005 - Present

Description: Using InDesign, Illustrator, & Photoshop to lay out jobs & clean up art. Work closely with other departments throughout production for quality control, accuracy, and excellence.

**Graphic Designer**

Organization: Niko Software Corporation

Tenure: December 2004 - April 2005

Description: Primary duty was designing web site templates database-driven sites. Other duties include designing software interface icons, logo design, in-house marketing materials, and client approvals.

**Lead Corporate Graphic Designer & Web Master**

Organization: Pro Specialties Group, Inc.

Tenure: December 2000 - September 2004

Description: Duties include training new artists and working closely with sales reps to meet vendor and customer criteria in designing products & packaging; setting up camera-ready art, embroidery tape, and vellums; redrawing & typesetting; mock-ups, sell sheets, & presentations; photography, CMYK, RGB, & Pantone color systems; image-editing & manipulation (raster & vector); website consulting, design, & development.

**Web-site Development & Design, Graphics, Multimedia**

Organization: Merkurs Consulting

Tenure: January 2000 - December 2000

Description: Website design & development, graphic design, custom logo design, clerical and administrative duties.

**Computer Technical Support (Windows, PC Hardware, & Internet Support)**

Organization: Sykes Enterprises

Tenure: December 1997 - December 1999

Description: Recognizing and troubleshooting problems with retail computers via telephone.

**Education**

- o B.G.S. in Business & Leadership with a Minor in Art, FHSU, Spring 2005.
- o Certificate of Achievement in Computer and Information Sciences, SDCCD, Spring 2004
- o Associates Degree in Transfer Studies, MESA COLLEGE, 2003 o G.P.A - 3.84
- o Certificate of completion in Adobe Illustrator, SDCCD Continuing Education, 2001
- o Brainbench Certified Typist. 68 WPM, 100% Accuracy, 2000

**Technical Expertise**

- o Fluent in Adobe -- Photoshop - Illustrator - InDesign - Acrobat
- o Macromedia -- Dreamweaver - Flash - Freehand - Fireworks
- o Microsoft Office Suite -- Excel - Powerpoint - Word - Outlook
- o HTML Coding (hand)
- o Extensive and ongoing study of fonts