



## objective

A professional role as a Graphic / Web designer

## skills

- design** Page layout, Posters, book type-setting and jacket design, catalog design, advertisement design & concepts, logo creation, stationary package design, compact disc design, conceptual design & web design
- software** Adobe Photoshop, Illustrator, PageMaker, Acrobat & Streamline / Quark XPress / Macromedia Dreamweaver / Adobe Type Manager / Enfocus Pitstop Pro & Quite Imposing Plus / Microsoft Windows OS & Mac OS.
- technology** Demonstrates knowledge using the Xerox Fiery X12, 2060 & 6060 PS printing systems. The Xerox DocuTech 6135 & Docutech 100 printing systems. The Hewlett-Packard 5000 PS large-output 6 color ink-jet printer. Knowledgeable in cross-platform files, color matching, computer and file troubleshooting and solutions.
- communication** Works extremely well with people to accomplish tasks and goals set forth by a specific project. Creates the look and feel that the client wants for the final product. Explains problems and solutions to clients to make a job grow further, and have the initiative to come back for future use. Multi-tasks easily on multiple projects while maintaining a focus on key details pertaining to the specific projects.

## experience

- 2000 - Present / FedEx Kinko's Burlington, MA
- Computer Services Specialist
- **Design** / various print collateral, posters, banners, corporate sales brochures, business cards, flyers, etc.
  - **Computer Services** / software upgrades, computer maintenance, networking, troubleshooting & solutions.
  - **Customers** / Individual meetings with clients to discuss personalized jobs and requests.
  - **Printing** / Production of all large format print jobs including posters, banners and signs.
- Senior Production Coordinator
- **Position Summary** / Manage, monitor and facilitate all production processes, including the tracking, pick-up and delivery, and quality check process.
  - **Branch Responsibilities** / Maintains and regularly updates customer information. Organizes production runs. Oversees other employees actions.
  - **Customer Interaction** / Consultative selling at the front counter, takes complex job orders. Branch contact for commercial clients. Troubleshoots customer issues; both technical and problem related.

## experience (ctnd.)

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January 2006 - Current / Greater Boston PFLAG Waltham, MA

**Freelance** / print dosing of letterhead, postcards, invitations, posters, and bookmarks.  
Established a good client relationship for future needed work.

August 2005 - Current / Patrick Cahn Photography Concord, MA

**Freelance** / Web site design & HTML coding, photography documentation, promo pieces, mailers, collateral & consultation services.

2002 - Current / Integration Architecture Gloucester, MA

**Freelance** / Company's web site design, HTML coding, and maintenance.

February 2005 / Commonwealth Distributors Medford, MA

**Freelance** / Concept and creation of logo & stationary package.

2003 / LeeAnn McPhee / Essential Sensations Woburn, MA

**Freelance** / Concept and creation of logo & stationary package.

2003 / Lisa Crosby / Bare Essentials Wilmington, MA

**Freelance** / Concept and creation of logo, stationary package & spa menu.

Summer 2002 / Digital Bungalow Salem, MA

**Intern** / Web site concepts for Digital Bungalow, Imperial, Billiards USA & Sunlife Financial. Logo concepts for Digital Bungalow & Roy's General Contracting. Editing and creating website elements for existing clients such as Bob's Discount Furniture, Dav El Limousine Services & Wallstreet Journal. Other small tasks included server organization, maintenance & updates.

## education

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Montserrat College of Art Beverly, MA  
Graduation / May 2003  
Degree / BFA in Graphic Design  
GPA / 3.42

## portfolio

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Available upon request for review

