

OBJECTIVE

To obtain a position where my visual communication & technical management skills will add value and quality to the company's continued success.

QUALIFICATIONS

- Experienced with design concepts for packaging and advertising
- Communicated corporate identity through design of logo and collateral
- Used a wide range of typography to appeal to specific audiences
- Produced ad campaign strategies for a variety of products and services
- Hard working, independent and reliable
- Able to grow with company through versatility and adaptability

PROFESSIONAL SKILLS

Computer

- Adobe: Photoshop, Illustrator, InDesign, Image Ready
- Macromedia: Director MX, Flash MX: Actionscripting, Dreamweaver MX
- QuickPrint & Pagestore
- Intermediate HTML & CSS; Wordpress
- MS Office 97, 2000
- All MAC and Windows Platforms

Interpersonal and Teamwork

- Setup and trained clients to use QuickPrint software and network
- Develop and automate production workflows at advertising agencies
- Managed the data entry of print production instructions from Ad Agencies into Bauer Ad Sales Trafficking and Print Scheduling Systems
- Developed fluid verbal and written interpersonal communication skills
- Interacted with diverse group of employees, vendors and customers
- Proved multi-tasking ability by volunteering for additional responsibilities while still maintaining high achievement in required duties
- Maintained inventory control through detailed reporting and checking processes
- Ability to make quick situation analysis and decisions

EDUCATION

BACHELOR OF FINE ARTS IN VISUAL COMMUNICATIONS

American InterContinental University

4/2004

Hoffman Estates, IL

ASSOCIATE OF COMPUTER ENGINEERING TECHNOLOGY

Queensborough Community College

5/2002

Bayside, NY

EMPLOYMENT HISTORY

<i>LunazStarr, Freelance Graphic Designer</i>	4/2004 – Present
<i>Kubin Nicholson Corp, Account Manager / Production Coordinator</i>	2/2008 – Present
<i>Adstream America, LLC, Account Manager</i>	03/2007 – 2/2008
<i>Bauer Advertising Sales, Production Coordinator</i>	02/2006 – 3/2007
<i>Empire Promotional Products, Design Assistant</i>	10/2004 – 12/2005
<i>Mechanism Digital, Design Assistant</i>	6/2004 – 11/2004
<i>Compaq Corporation, Desktop Support, Temp. Position</i>	6/2001 – 9/2001