

CAREER SUMMARY

Graphic design professional with 25+ years experience. Contributes to the excellence of a progressive team which continually challenges and utilizes my conceptual skills and artistic talents. Handles creative needs for customers while consistently exceeding quota numbers.

EDUCATION

American Academy of Art - Chicago 1988
Associate Degree Illustration & Computer

CTS, Computer Training Source, Inc - Chicago
Web Development & Adobe Programs
Certificate of Completion 2011-2012

SOFTWARE & SKILLS

Mac & PC Proficiency

Adobe CC

InDesign . Photoshop . Illustrator

Dreamweaver . Acrobat . Flash

Experience with HTML . CSS . Wordpress

MySQL . PHP . Javascript

QuarkXpress

Microsoft Office

Filemaker Pro

kGen proprietary software by AMDPCS

AWARDS

RHD Customer Focus

MVP

President's Club

Customer Care

Customer Appreciation

FREELANCE

CD Design & Package . Websites Signs .

Flyers . Menus . T-Shirt Designs Ads .

Logos . Invitations. Photo Retouch

Slideshows . Watercolor & Pastel Paintings

Laminate Passes

EMPLOYMENT

Gamut - A Grainger Company June 2016 - present

Image Specialist . Photography Department

- . Ensure images meet our visual standard which includes retouching and manipulation in Photoshop
- . Review complex data, attributes to decide if a product requires a unique photograph and manage the process from selection through completion
- . Sorting, filtering, color-coding, vlookups in Excel to determine 1:many or 1:1 images
- . Creating photo trackers in Excel to make image assessments
- . Image reviews/audits in image workstation to ensure image accuracy

Dream Town Realty March 2011 - June 2016

Graphic Designer . Marketing Department

- . Supported 250+ real estate agents & managers
- . Designed & produced custom postcards, brochures, eblasts, posters, signs, flyers, ads, business cards, new recruit packets including websites, photo retouching
- . Agent websites & property websites, weekly & monthly eblasts including newsletters
- . Designed & produced templates for data merge postcards (InDesign & Excel)
- . Process & upload agent bios & photos, testimonials, videos to Dream Town website (Dreamweaver & MySQL database)

DexOne (formerly RH Donnelley, DonTech, SBC, Ameritech) November 2000 - March 2011

Advertising Designer

- . Designed 12 pieces of advertising a day from concept to completion for internal & external customers
- . Supported 60-80 sales representatives & leadership
- . Worked directly with department and management to help streamline daily procedures
- . Partnered with internal and external clients
- . All work completed in a 1-24 hour time frame
- . Produced departmental projects (layouts, overheads, charts, brochures)
- . Designed sales aids and collateral materials supporting DexOne Yellow Pages' products

DonTech/Ameritech August 1999 - November 2000

Graphic Designer . Creative Services

- . Designed sales aids and collateral materials supporting Ameritech Yellow Pages' products
- . Prepared presentation materials for investment plan meetings, executive board meetings, company wide meetings, sales rallies etc.
- . Created banners, posters, signs and flyers for sales campaigns and contests

DonTech July 1991 - August 1999

Graphic Designer . Directory Production

- . Designed all special sections for Illinois Ameritech Yellow Pages
- . Responsible for production of specialty sections, cover advertising and tab advertising for 131 Ameritech Yellow Pages' directories
- . Created cover designs annually for the Ameritech 5-state midwest region
- . Developed production schedules and worked closely with marketing managers and print vendors to meet deadlines
- . Designed & produced 5 Mall Guides for the Chicago & suburban market

RH Donnelley/DonTech September 1989 - July 1991

Senior Layout Artist

- . Layout and paste-up of Yellow Pages' advertisements
- . Created pen and ink illustrations
- . Initiated transition from manual paste-up processes to computer aided design - Mac
- . Consistently exceeded production quotas