



Career Experience

liQuidprint, Inc. - Lincolnwood, IL

A web development firm that provides sophisticated web design, programming, SEO, and Web Video services

March 2008 -
September 2009

Project Coordinator

- ___ Oversee the conceptualization, design, and production process of all web sites
- ___ Schedule and run weekly team leads meetings, client meetings, and internal team meetings
- ___ Ensure all projects are completed in a timely and cost-effective manner
- ___ Manage the internal production teams and employ conflict resolution skills on a daily basis

3DL Design, Inc. - Kenosha, WI

An innovative design company specializing in trade show exhibits, graphics, and video

August 2004 -
March 2008

Production Manager/Graphic Designer/Web Designer

- ___ Manage traffic, design, and production of all graphics from creation to final production
- ___ Work with vendors to ensure accurate and timely production of graphics
- ___ Partner with clients through all phases of the design process to ensure successful implementation of their branding message into the final product
- ___ Create and implement job production forms to ensure accuracy and efficiency throughout all phases of production
- ___ Prepare and proof files to be outsourced for offset & digital printing
- ___ Perform in-house production duties including: large format printing, laminating, trimming, mounting, and maintaining all design lab printers and plotters.
- ___ Create stunning visuals that are not only unique and distinguishing but also complement clients' existing branding
- ___ Develop branding and marketing materials for clients and 3DL self-promotion, including: website and logo design, CD/DVD package design, and communication materials
- ___ Utilize web developing programs & languages such as Dreamweaver, Flash, ImageReady, HTML, CSS, and ActionScript to produce and maintain client websites
- ___ Instruct interns in various programs including Corel Draw, Anagraph Plotting Software and various printing software

M Force, Inc. - Chicago, IL

Freelance Graphic Artist

March 2007 -
March 2008

- ___ Created cartoon characters to illustrate and personalize an instructional presentation
- ___ Developed icons (within existing brand parameters) to represent product features for an instructional PowerPoint presentation and corresponding take-aways
- ___ Utilized photo manipulation expertise to personalize an existing presentation assuring the client elicited the desired response

T-Shirts.com, inc. - Lake Forest, IL

Account Manager/Assistant Graphic Designer

February 2003 -
July 2004

- ___ Created custom t-shirt designs and mockups for customer approval
- ___ Managed existing accounts and pursued sales leads on the East Coast and in the Southern Midwest territories
- ___ Trained new Account Coordinators

Account Coordinator

- ___ Exceeded sales goals in 2003 by producing \$100,000 in sales
- ___ Traced orders from conception to completion including: design, digital mock-up, and traffic through production and shipping
- ___ Offered design advice, addressed technical difficulties, and suggested solutions



Internship Experience

- July 2000 -
March 2001
- J. Walter Thompson Employment Communications** - Chicago, IL
(formerly known as JWT Specialized Communications)
Design Intern/Managerial Assistant
- ___ Coordinated weekly ads between the Creative and Client Service departments
 - ___ Compiled and organized client ad books, ad servers, and CD archives
 - ___ Completed service purchase orders and ordered production supplies
 - ___ Made layout alterations to small-space ad designs
 - ___ Designed a new client logo
 - ___ Produced a full-page, full color ad for a local client
- May 1999 -
August 1999
- Professional Response & Consulting, Inc.** - Lake Forest, IL
Design Intern/Office Assistant
- ___ Designed new "PRCI" brochure
 - ___ Responded to client calls
 - ___ Entered pertinent data into customer database

Other Experience

- July 1997 -
January 2003
- Waldenbooks** - Chicago/Mt. Prospect, IL
Part-Time Bookseller/Customer Service Representative
- ___ Promoted Preferred Reader cards and completed documents for bank deposits
 - ___ Provided customers with knowledgeable service and support
- May - August 2000
- Hirschmann Engineering U.S.A., Inc.** - Elgin, IL
An International Machining and Automation manufacturer
- ___ Entered sales leads into database and updated spreadsheets
 - ___ Responded to client calls and distributed system literature
 - ___ Trained new office assistant

Education

- Fall 2000 -
Winter 2003
- Columbia College of Art** - Chicago, IL
Awarded Bachelor of Arts Degree
Major: Art & Design
- ___ Studied graphic design and fine art, as well as traditional animation and film
- Fall 1998 -
Spring 2000
- Bradley University** - Peoria, IL
Major: Graphic Design
- ___ Served as Vice President/Secretary for "Spectrum", Bradley's fine arts organization
 - ___ Editorial cartoonist for Bradley's newspaper, "the Scout"

Computer Skills

- Mac OS X, Windows XP/Vista, and Internet**
- Adobe CS4: Photoshop, Illustrator, ImageReady, InDesign, Acrobat, Dreamweaver, Fireworks, Flash and ActionScript
Corel Graphics Suite X4, Quark XPress7, HTML, CSS
Microsoft Office XP: Word, Excel, Access, PowerPoint
Anagraph Plotting software
Proficient in working with various FTP programs