

ACCOMPLISHMENTS

- Within 3 months- finished (3) user guides, at printer (2) user guides, in progress (3) user guides, in progress (6) Installation sheets. Plus database updates and graphic file consolidation.
- Revised printer interfaces to reduce costs and speed turnaround.
- Researched and produced CD lab in house, to reduce cost of informational, educational, and marketing CDs.
- Introduced professional Desktop Publishing methods to obtain greatly improved efficiency of manual update.

Designed and wrote a prototype for a College Web Page link. Learned HTML language and designed linked pages in notepad, in one weekend to meet a rush deadline. After leaving Montgomery College, I was hired as a consultant.



EDUCATION

Associate Degree, Computer Applications,
Montgomery College, Rockville, Md.
1994-1996, (GPA: 4.0)

Bachelor Degree, Elementary Education
Towson State U, Towson, Md.
1984-1988, (GPA: 3.18)



PERSONAL SKILLS

- Strong work ethics
- Multitasking and working well under pressure;
- Meeting strict deadlines

EMPLOYMENT HISTORY

2005-Present Corbett-by-Design, NC
Graphic Design and Marketing Specialist

- JMS Southeast: Sensor and Thermocouple Mfg. Created (2) technical brochures and one catalog from prepress to completion.
- Parker SSD Drives: AC and Servo Drive Mfg. Created data sheet, web page from data sheet and catalog from prepress to completion.
- PowerIO: I/O Distributor
Created schematics for product screen printing.
- Misc. web page content and creation, data sheets, tradeshow posters, forms, mailers, booklets, postcards and flyers.

2008 Aquent Staffing, Charlotte, NC
Britax USA - Technical Writer

- Create/update user guides and product labels for car seats. Multiple lines of seats with varying features and new and old. Created for both US and Canada. Dual language and regulatory editing. Work closely with product managers, legal department, engineering, and customer service representatives and translators. Review proofs, Take photos as needed. Create associated technical and warning labels. Handle paperwork and sign offs from team.
- Maintain database of literature changes. Organize and file graphic catalog. Create Instruction sheets for kits. Assist sales and marketing with various graphics.
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1997-2005 Eurotherm Controls, Leesburg, VA
Graphic Design and Marketing Specialist

- Advertising layout and graphics: Designed all individual advertising pieces for new products and product series including postcards, web graphics, mailers, ads, tradeshow posters, and accompanying literature. Developed appropriate product tag lines and images as part of the Marketing team. Created department and product series mailers. Put together material for new product releases.
- CD design and preparation: Created CDs containing literature and program samplers for distribution. Designed CD label series to fit company look.
- Web site design and content maintenance: Created and maintained web text, layout and graphics as needed. Prepared literature for upload to web site. Maintained current downloadable literature library on web site.
- Created and maintained graphics catalog: Designed photography setup and took digital photos. Converted digital photos and transparencies into electronic format.
- Administrative activities: Tracked literature inventory. Distributed low inventory to appropriate engineers for markups prior to reordering. Handled departmental paperwork for document revisions, monetary approval for printing prices, department media and supplies. Trained non-specialist staff to prepare manual updates.
- All manual preparation and revisions: Determined appropriate styles. Provided instruction materials for European Divisions to achieve convertibility and rapid update. Negotiated material, scheduling and pricing with printers. Provided prepress work for all printed material including four color, duotone and single color.

Employment History continued on page 2

PROGRAM PROFICIENCY

QuarkXPress (MAC and WIN)
Photoshop (MAC and WIN)
Illustrator (MAC and WIN)
InDesign / PageMaker (MAC and WIN)
Dreamweaver (WIN) / Go Live (MAC)
FrameMaker (MAC and WIN)
Microsoft Office Suite programs
(MAC and WIN)
+ animation and java (Coffee Cup
Firestarter, 3D, ULeadCool, and more!)