

## ELODIE LAUTEN

268 East Broadway, Apt. A-1102 New York, NY, 10002 Tel: 212-388-0202

Email: elauten@yahoo.com Portfolio: <http://www.elauten.com>

### OBJECTIVE: GRAPHIC WEB DESIGNER

*Summary: worked in design, production, editing and publishing under tight deadlines at Fortune 500 companies.*

#### SOFTWARE & PLATFORMS

- Operate design software (Adobe Acrobat, Photoshop, Illustrator, InDesign), web design software (Dreamweaver, Flash) with cross-platform equipment (PC and Mac). Operate office and document processing software to administer workflow (Outlook, Microsoft Word, Excel, Documentum). Create or edit PowerPoint presentations. Operate audio creation and editing programs: Audacity, Nero, Finale, Reason.

#### LAYOUT & TYPESETTING

- Position text and art elements from a variety of sources in a visually appealing way following the firm's creative guidelines and branding.
- Edit graphics and photos including image retouching.
- Import text and art elements or files from a digital camera and/or scan and photo prints.
- Prepare sample layouts and templates for client approval.
- Create or edit charts and graphs.

#### PROOFING & PUBLISHING

- Check preliminary and final proofs for errors and make necessary corrections.
- Provide copy editing and proofing of documents for final publication.

#### DESIGN & WEB

- Create designs, sample layouts and templates based on knowledge of esthetic design concepts.
- Generate images, banners, animated graphics, product illustrations, company logos and web pages.
- Mark up, paste, and assemble final layouts.
- Draw and print charts, graphs, illustrations and other artwork.
- Confer with clients to discuss and determine layout design, review final layouts and make changes as needed.
- Multimedia: create movies with visuals and music.

#### EMPLOYMENT HISTORY

All jobs in New York City – Consulting Positions

- 07/08-present **Graphic Designer**, Art Loisa Foundation, and Lower East Side Performing Arts – Volunteer
- 01/09-present **Adjunct Lecturer**, New York City College of Technology (part-time)
- 10/06-06/08 **Publisher/Designer**, Bear Stearns, High Grade Research: increased productivity with time-saving designs for department head's quarterly reports. Improved in-house Bloomberg publication system.
- 05/05-09/06 **Designer**, Smartstaff Personnel: design assignments with UBS, Fitch Ratings, Holborn Reinsurance.
- 06/04-04/05 **Publisher/Designer**, High Yield Research, Deutsche Bank Securities: ensured same-day production of 150-page weekly report and other daily and weekly financial research reports.
- 07/02-03/04 **Web Designer and Administrator**, Rudd Realty: saved the company the expense of an outside web developer with a hands-on, in-house web site for real estate listings.
- 1997-2002 **Presentation Specialist, Graphic Designer**: on a project or short-term basis, create and finalize corporate presentations and pitch books, flyers, brochures, announcements, ads, catalogues, and web pages for clients in a variety of industries such as finance, consulting, publishing, advertising and fashion: Prudential, Barclays, Chase, New York Stock Exchange, SBC Warburg, Oliver Wyman, Ernst & Young, KPMG, Addison, CGI Group, Katz Media Group, Church Publishing, Ann Taylor

#### EDUCATION & TRAINING

GRE English and Math, 2005; Master's Degree, New York University, New York; Bachelor's Degree, Institut d'Etudes Politiques, Paris; Training and Certificates: Flash, HTML/xhtml, Advanced Photoshop, Able Technologies, 2009; InDesign, New York Interactive Media; Dreamweaver, Mac Learning Center; Introduction to HTML, New Horizons; Photoshop, Open Interactive Media