

OBJECTIVE: GRAPHIC WEB DESIGNER

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

CAPABILITIES

SOFTWARE & PLATFORMS

- Operate design software (Adobe Acrobat, Photoshop, Illustrator, InDesign), web design software (Dreamweaver) 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, 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.

EMPLOYMENT HISTORY

All jobs in New York City – Consulting Positions

- 09/08-present Graphic Designer, Art Loisaida Foundation - Volunteer
- 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: short-term design assignments with UBS, Fitch Ratings, Holborn Corp.
- 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 including finance, consulting, publishing, advertising and fashion: Prudential, Barclays, Chase, New York Stock Exchange, SBC Warburg, Oliver Wyman & Company, Ernst & Young, KPMG, Addison, CGI Group, Katz Media Group, Church Publishing, Ann Taylor.

EDUCATION & TRAINING

Master's Degree, New York University, New York

Bachelor's Degree, Institut d'Etudes Politiques, Paris

- Training:
- InDesign, New York Interactive Media, 2005
 - Dreamweaver, Mac Learning Center, 2000
 - Introduction to HTML, New Horizons, 1999
 - Photoshop, Open Interactive Media, 1996