

QUALIFICATIONS

- Multifunctional office technologies background, layout design and web technologies: graphics, print, multimedia, animation, and scripting
- 8+ years experience working in web layout and graphic design
- 8+ years experience doing multimedia design and desktop publishing
- Task-oriented, with excellent communication, presentation and interpersonal skills, plus superb editorial and grammatical skills
- Demonstrated leadership abilities, with strong desire and ability to both teach and learn from colleagues

EXPERIENCE

Graphic Artist, Desktop Publisher

04/08 – Present

US International Trade Commission, Washington, DC

- Compose Commission publications for distribution via print or electronic distribution to Congress, the President, USTR, and other requestors
- Responsible for visual design requests for posters, publications, special covers, invitations, event programs, business cards
- Worked with the Commission's in-house print shop, as well as outside printing companies to ensure a quality product, including proof reviews and press inspections
- Developed fillable templates for Human Resources, Facilities Management, Procurement, Operation 1 (Import Injury Investigations), Operation 2 (Intellectual Property-Based Import Investigations), Operation 3 (Industry and Economic Analysis)
- Taken customers' abstract ideas and concepts and presented them in a visual manner for use in presentations
- Create or locate appropriate imagery to correlate with written materials
- Assisted in the redesign of the Commission's website; responsible for regular updates to the Commission's public and internal websites, using an HTML editor and CMS (Teamsite)
- Use the following software/skills: Photoshop, Illustrator, InDesign, Acrobat, LiveCycle Designer, Dreamweaver, Contribute, SmartDraw 2009, Word, WordPerfect, Excel, PowerPoint, HTML, CMS (Teamsite)

Web Master, www.jdiva.org

07/03 – Present

Virginia Website for Job's Daughters International

- Responsible for all code, content, images, design and maintenance of website, which is accessed over 1,000 times per month
- Official Photographer of all statewide events, including meetings and special occasions
- Website uses HTML, CSS, Flash, JavaScript, and PHP

Graphic Artist, Marketing Coordinator

07/07 – 02/08

CGH Technologies, Washington, DC

- Designed graphics and layouts for handouts, marketing materials, proposals, press releases, and invitations
- Developed and executed company's successful conference booth set-up, layout, handouts, and "exhibit booth lure" to attract customers and make contacts
- Used the following software/skills: Photoshop, Illustrator, InDesign, Flash, Dreamweaver, PowerPoint, HTML, CMS (Mambo, Sharepoint)

Project Lead, Multimedia Specialist
Northrop Grumman Corporation, Fairfax, VA

3/06 – 07/07

U.S. Army Ordnance Corps Training

- Graphics Director for 47 seat-hours of course based training (CBT)
- Used 3D environments to make realistic and engaging interfaces and interactivities
- Used the following software/skills: Flash, 3D Studio Max, Photoshop, ActionScript, Project

Ft. Sill Field Artillery School

- Developed graphics for interactive courseware used to train students in their different military occupation specialties (MOS)
- Worked closely with instructional designers, programmers and client feedback to create instructionally sound graphics
- Used the following software/skills: Flash, Photoshop, ActionScript, Project

Senior Graphic Artist

Intelligent Decision Systems Inc. (IDSI), Centreville, VA

09/03 – 01/06

Naval Officers School "A", U.S. Navy

- Graphics Director for all necessary animations and graphic content
- Edited text and verbiage for CBT
- Created supporting multimedia pieces for use in training exercises
- Created graphics for aesthetic look and feel and to keep branding
- Used the following software/skills: Flash, Photoshop, Illustrator, ActionScript, PowerPoint

Department of Homeland Security, Employee Retention Re-Work

- Interface Designer for re-work and update of DHS training CDs
- Desktop Publishing Lead
- Created the theme and layout for accompanying manuals (2 courses)
- Edited copy for print including streamlining course flow
- Used the following software: Flash, Photoshop, Publisher

Federal Aviation Administration (FAA) Career Path Guide

- Desktop Publishing Lead
- Created layouts for publications, including color schemes and graphic themes
- Edited copy for print including streamlining course flow
- Used the following software: Publisher, Illustrator, Flash

Miscellaneous

- Technical Editor for conversion of CBRNE (Chemical, Biological, Radiological/Nuclear, and High-Yield Explosives) Web-based training to paper-based and 508-compliant training manual
- Developed numerous marketing pieces for IDSI corporate branding, including posters, exhibits, corporate capabilities, pamphlets, and handouts
- Performed Quality Assurance (QA) on several projects including DOD's Ground Proximity Warning System course, Northrop Grumman's Pipefitter's Helper course, and the CBRNE Emergency Medical Preparedness and Response course
- Used the following software: Acrobat, Publisher, PowerPoint, Word, Excel, Project

Graphic Artist/Ad Traffic Coordinator

America Online (AOL), Dulles, VA

07/02 – 08/03

AOL Yellow Pages

- Responsible for day-to-day updates both graphical and textual
- Coordinated redesigns, and implemented modifications to one of AOL's most popular products
- Used the following software/skills: HTML, Photoshop, in-house software

"Quick Getaways"

- Created and modified current promotions and deals using in-house workflows
- Assured a standard of quality and continuity in the products offered
- Handled reporting and feedback and analysis of current impressions of products displayed
- Used the following software: HTML, Excel, in-house software and workflows

Multimedia Specialist

09/00 – 07/02

Mine Action Information Center (MAIC), Harrisonburg, VA

- Compiled articles and conference proceedings for publication
- Designed graphical layouts and documentation for direct mailings, invitations, and presentations
- Designed interactive multimedia for mine removal, used by the international mine removal community
- Used the following software/skills: Photoshop, Publisher, HTML, Acrobat, PowerPoint, Word, Dreamweaver

Graphic Artist Internship

05/00 – 01/02

Navy Federal Credit Union Headquarters, Vienna, VA

- Searched popular stock photography websites for appropriate images for use in marketing campaigns
- Using stock photographs, modified and manipulated pictures for use in posters, direct mailers, and other marketing materials
- Created mock-up images, posters, and exhibitions for potential national and international marketing campaigns
- Provided proofreading assistance for QA of NFCU's printed materials
- Used the following software/skills: QuarkXpress, Photoshop, Illustrator, Word

EDUCATION

James Madison University

1998 – 2002

Harrisonburg, VA

Major:

- B.A. in Communications (School of Media Arts and Design)
- Concentration: Interactive Media

TECHNICAL SKILLS

Web Technologies:

- Graphic design (8+ years)
- HTML (8+ years)
- CSS (3 years)
- Actionscript in Flash (2 years)
- Javascript (2 years)

Software (all current versions):

- Graphic Software: Adobe Photoshop, Adobe Illustrator, Adobe ImageReady, Adobe Bridge, Adobe Fireworks
- Multimedia Software: Adobe Flash, Adobe Dreamweaver, Macromedia Director, 3D Studio Max
- Desktop Publishing Software: Adobe InDesign, Microsoft Publisher, InterLeaf Quicksilver, Adobe Acrobat, Adobe LiveCycle Designer, QuarkXPress
- Video Editing Software: Adobe Premiere, Adobe AfterEffects, Sonic MyDVD, Final Cut Pro
- Office Software: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Project