

Professional Skills and Experience:

My academic and professional experience has featured a strong emphasis on basic design principles, layout, color theory, fundamentals of typography, preliminary sketching and research to develop creative concepts and solutions to design problems. I have created or used supplied text, graphics, illustrations, and photos to produce high quality output for projects. I have successfully integrated word and image for design projects. I have over 20 years of computer and graphic software experience.

Highlights of Design and Print Experience:

- Business Cards
- Letterheads and Flyers
- Brochures and Pamphlets
- Typeface/Font Design
- Book Jacket/Dust Cover
- Proposals and Manuals
- Calendars
- Invitations and Place Cards
- CD & DVD Covers/Booklets
- Posters, Presentation Boards and Banners
- Charts and Graphs
- Magazine Cover, Spread and Content
- Small Book/Monograph
- Production and Finishing: Saddle Stitching, GBC, Wire, Spiral and Tape Binding
- Mounting and Laminating
- Corporate Stationary and Identity Package

Highlights of Software and Equipment Experience:

- Adobe CS2 Suite
 - Photoshop
 - Illustrator
 - InDesign and Quark Xpress
 - Acrobat
 - EFI Command Workstation
 - Office 365 Suite
 - HTML
 - Photography
 - Video Editing
 - Gretag and Wasatch Color Management Software
 - Small and Large Format Scanning
 - File Organization and Archiving on Networks
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Employment History:

Graphic Designer and Printer

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS - Washington, DC [08/2014 – PRESENT] - Achievements and responsibilities included high volume in-house design, printing & finishing of small & large format print materials for internal office document, publications or mailings. Projects included creating, printing, updating and archiving of business cards for every member of the organization, stationary items, flyers, pamphlets, booklets, invitation & place cards, manuals, books & binders for committee meetings, and large format posters & banners.

Graphic Designer

FREELANCE - Clinton, MD [01/2010 – PRESENT] - Independent Freelance Print Design Work and Projects

Clerk

GIANT FOOD - Waldorf, MD [08/2011 – 08/2014] - Deli, Bakery & Front End Customer Service and Food Preparation

Graphic Designer and Production Supervisor

AMERICAN REPROGRAPHICS COMPANY - Tysons Corner, VA [07/2005 – 11/2009] - Achievements and responsibilities included designing and/or printing of small and large format projects using created or client supplied graphics and content. I supervised a team of three associates in the graphics department. I worked with my associates and the company sales team to provide design, print and finishing services to new or existing clients. My production experience included in-house digital printing as well as out-sourced offset printing and/or finishing.

Senior Assistant Manager, Sales Associate and New Hire Trainer

BLOCKBUSTER VIDEO - Temple Hills, MD [11/1995 – 07/2005] - Achievements and responsibilities included customer service, employee management/delegating & sharing shift duties, suggested sales, commissioned Direct TV sales, daily cash handling, banking procedures, processing paperwork, emails, voicemails, monthly inventory management and training new employees.

Education:

University of Maryland Baltimore County, Catonsville, MD

[2002 – 2004]

Degree: Bachelor of Art – Visual

Communications: Graphic Design

Emphasis. Date Graduated: 12-23-04,

GPA: 3.78, Dean's List/Magna Cum Laude

Prince Georges Community College Largo, MD

[1996 – 2001]

Degree Achieved: Transferred

Date Graduated: May 2001, GPA: 3.5

Dean's List/Academic Honors

Gwynn Park High School Brandywine, MD

[1991 – 1995]

Degree: Diploma

Date Graduated: 06-02-95, GPA: 4.0

Academic Honors/Perfect Attendance