11 Cliftondale Street #1
Roslindale, MA 02131

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PROFESSIONAL SUMMARY

Extensive experience as a Graphic Artist in the printing, publishing, and advertising industries. Skilled in prepress production for high-resolution color offset printing and large-format color imaging in an OSX Macintosh environment. Team player and able to manage and prioritize multiple projects in fast-paced studio environments with emphasis on quality control. Accomplished photographer, photo illustrator, and graphic designer with strong type sensitivity.

Software Proficiency and Knowledge:

Adobe InDesign CS3	Adobe Acrobat
Adobe Illustrator CS3	QuarkXpress
Adobe Photoshop CS3	Extensis Suitcase
Traffic Office Manager	CD Finder

Specialized Skills:

Prepress production	Prototype creation
Font & color management	Layout & formatting
File preparation	Photo correction & resampling
File administration	Direct mail

PROFESSIONAL ACHIEVEMENTS

- Led startup companies operating on limited budgets
- Generated accurate vendor computer files, netting increased company savings by creating less waste
- Developed, implemented, and enforced a file naming convention and job flow procedure
- Maintained diligent management of client files including folder hierarchy and proper storage and cataloging
- Capable of "mechanicalizing" an art director's layout — making necessary changes or rebuilds for accurate color printing and imaging
- Managed corporate branding campaigns, maintained collateral consistency for client signage, advertisements, and POPs, and provided image support for websites
- Prepared client prepress and digital files for print and color imaging
- Production/studio department management including server maintenance and archiving
- Provided production/studio area management and workflow prioritization with traffic manager, prepress file preparation, and quality control for entire agency client base
- Trained and managed new hires and freelance help, according to studio policies and procedures
- Reviewed proofs of vendor-supplied client files and purchased studio supplies
- Conceived and photographed local postcard distributor business in Rhode Island — promoted Rhode Island tourism with sales and distribution of 70,000 scenic view postcards
- Successful freelance graphic artist

PROFESSIONAL EXPERIENCE

Hill Holliday Advertising, Boston, MA — 2005–2008
Studio Mac Artist
Clients included: John Hancock, Dunkin' Donuts, CVS, Harvard Pilgrim, Liberty Mutual, Bank of America, LoJack, Massachusetts State Lottery, Museum of Fine Arts, Novartis

Freelance Graphic Artist, clients included: — 2003–2005
- Air Charter Guide, Cambridge, MA
- The Holmes Group, Milford, MA
- Seidler Bernstein, Cambridge, MA
- Scudder Investments (member of Deutsche Asset Management), Boston, MA

Baldwin/Clancy/Rogan Advertising (formerly Baldwin & Stone, Inc.), Needham, MA — 2003
Studio Manager/Mac Production Artist
Clients included: Amerlux

Baldwin & Stone, Inc., Cambridge, MA — 1994–2003
Studio Supervisor/Mac Production Artist
Clients included: W.B. Mason, Watts, The Savings Bank, Wolfers, Apogent, Boston Federal, Symmons, State Street Global Advisors, Standard Electric

EDUCATION

University of Massachusetts, Dartmouth, MA
BFA Graphic Design/Photography

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS

InDesign Users Group, Boston Chapter • Griffin Museum of Photography • Boston Photography Center, Photographic Resource Center at Boston University • Roslindale Open Studios, participant and organizer Roslindale Village Main Streets, Marketing Committee • Roslindale Arts Alliance, board member