

High-energy, highly creative, team-oriented and deadline driven. Dependable and resourceful. Extensive experience in producing various publications, direct-mail marketing materials, corporate logos and brands, advertisements and web sites for a number of industries. Known for improving processes and ability to turn projects around quickly.

**DESIGN CONTRACTOR**– MICHIGAN; MARYLAND; TENNESSEE 1999-PRESENT  
**Print/Web Designer, Marketing Consultant**

**UNITED COMMUNICATIONS GROUP** – GAITHERSBURG, MD. 2008-2013  
**Production Artist/Graphic Designer**

Coordinated several projects between all departments with maximum consistency, clarity and creativity. Produced purchase and mail orders while collaborating with area vendors to operate at most efficient cost to company and clients. Assisted in conceptualizing and producing quality products and designs that effectively conveyed messages to clients through print/web media.

**CAPTAIN DAVE'S ENT. CENTER** – MIDLAND, MICH. 2007-2008  
**Executive Assistant/Graphic Designer**

Re-designed and produced new marketing and in-house print materials while executing bulk-mailings to prospective customers. Set-up meetings with vendors, private parties and assisted in revising all facility manuals and inside decor. Re-organized and maintained all office documents and customer records.

**CREATIVE SPIRIT CENTER** – MIDLAND, MICH. 2006-2007  
**Marketing Coordinator/Graphic Designer**

Created and maintained relationships with media connections and community partners. Produced effective marketing materials for programs, such as postcards, flyers, posters, brochures and e-vites – crucial in fundraising and improvement in enrollment. Created fresh logo, brand and identity. Upgraded all technology and took charge of all technical troubleshooting.

**MIDLAND DAILY NEWS** – MIDLAND, MICH. 2004-2006  
**Creative Services**

Designed print and web advertisements, logos and identities, sales flyers, magazine covers and graphics needed by all departments. Collaborated with sales representatives and clients to create effective product. Also communicated with other design firms and newspapers for technical troubleshooting.

## SOFTWARE

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- QuarkXpress
- Production Manager Pro
- Corel Draw
- Macromedia Freehand
- Microsoft Office (Visio)
- Adobe Dreamweaver
- Adobe ImageReady

## EDUCATION

- **Delta College**  
Jun. 1998 to Aug. 2002  
Graphic Design/Journalism

## INTERESTS

- Former member, *MAMP* (Midland Area Marketing Partnership)
- Committee Member, *Midland Area Chamber of Commerce*
- Attendee of several design and software related courses and seminars
- Several scholastic, journalism, design and writing recognitions

## REFERENCES

- Available upon request