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## WORK EXPERIENCE

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### GRAPHIC DESIGN MANAGER

The Coding Institute/Eli Research  
Sept. 1999 – Jan. 2008  
Naples, Florida

Responsible for creative concepts and design of newsletters, books, brochures, corporate materials and ancillary products for multi-million dollar newsletter publishing company. Work closely with editorial, marketing and management to create newsletters and marketing pieces for healthcare, financial, travel and technical markets.

### FREELANCE PROJECTS

2002-Present

Work with various companies to create marketing/corporate materials, update websites, produce specialized products for sale, and research and write articles for local magazines.

Overview of projects: updated websites; created postcards, direct mail pieces, advertisements, business cards, and letterheads; as well as created and edited electronic text books sold in school systems nationwide.

### TECHNICAL WRITER/EDITOR

Allen Systems Group, Inc.  
Jan. 1999 – Sept. 1999  
Naples, Florida

Designed and wrote technical documentation for products on various platforms including MVS, Windows, and Unix. Worked closely with product developers to obtain appropriate information needed for publications. Primary editor for all projects/writers. Responsible for project management. Revised department training schedules, and updated department standards.

### PREPRESS ASSISTANT

Naples Graphics & Printing, Inc.  
Aug. 1998 – Dec. 1998  
Naples, Florida

Primary proofreader for all projects including booklets, brochures, newsletters, and advertisements. Responsible for tracking all jobs, updating database, filing, and handling purchase orders. Assisted in typesetting for the graphics department and provided customer support for sales representatives.

### PRODUCTION MANAGER

Edge Publishing  
March 1998 - Aug. 1998  
Orlando, Florida

Responsible for layout of various publications including the Oviedo Chamber of Commerce Directory and The Lake County Newcomers Guide. Designed, altered, and re-sized numerous ads and scanned photos and line art for layout in these publications. Began design for a web page for the company and its publications using HTML code.

### EXECUTIVE ASSISTANT

Metropolis Advertising & Design  
Feb. 1997 - Nov. 1997  
Orlando, Florida

Assisted in copy writing, basic graphics, and proposal writing. Contributed to the design of various brochures, pamphlets, and publications. Participated in creative brainstorming sessions; provided client service relations; and assisted in areas of client services, conference reports, and client contact. Responsible for multiple clerical duties including file keeping, typing, proofing, and setting up new client and job filing systems.

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## EDUCATION

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BACHELOR OF ARTS IN COMMUNICATION, Suma Cum Laude, May 9, 1998

University of Central Florida, Orlando, Florida

MAJOR: Journalism CONCENTRATIONS: Advertising and Public Relations

MINOR: Business Administration

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## PROGRAMS:

### IBM/MAC

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- InDesign • Quark • PageMaker • Photoshop • Illustrator • Flash • FrameMaker
- Microsoft FrontPage • Microsoft Office