

## SKILLS HIGHLIGHTS

### GRAPHICS/PRINT...

Photo retouching, color-correction, technical illustration, brand consistency, version control, digital asset management, pre-flight checking, page layout, typesetting, style-sheets, proofreading, copyediting

### WEB/MULTIMEDIA...

Presentations, video editing, front-end web development, transcoding, media deployment/publishing, content management population

### GENERAL...

Solid oral and written communication skills, excellent troubleshooting and problem solving abilities, creative thinking, spreadsheets, logistics, resource management, workflow systems, checklists, archiving systems, social media, Macintosh expert, PC capable, in touch with emerging technologies, a quick and avid learner

## EMPLOYMENT HISTORY

### City of Seattle, Department of Transportation (SDOT) — Seattle, WA

TEMPORARY SENIOR PUBLIC RELATIONS DESIGN SPECIALIST — Dec. 2012 to Feb. 2013

- *Design:* Created design solutions from concept to finished product including brochures, maps, collateral materials, public displays, etc. for all SDOT divisions.

### creativeLIVE — Seattle, WA (an online training company, specializing in design and photography)

VIDEO EVENT PRODUCER — Sep. 2009 to Jan. 2011

- *Design and Web:* Created and organized promotional icons, banners, and ads for the website. Updated the website on a regular basis to promote upcoming courses. Prepared HTML email using MailChimp. Assisted in the migration to a content management system.
- *Project Management:* Created/maintained spreadsheets, documentation, and naming conventions for event management, video project workflow, web graphics, and the online chat room. Coordinated equipment, vendors, sponsors and crews of up to 40 people (including models, contractors, sponsors, students, and volunteers) for video workshop events.
- *Social Media:* Promoted events via Twitter and email. Researched hashtags and mailing lists to reach targeted audiences of photographers, designers, developers, etc. Served as liaison and spokesperson for online students by interpreting chat room and other user-submitted questions for the instructor.
- *Video:* Prepared class video recordings for online distribution, including editing, transcoding, and uploading, and archiving.

### BEHRINGER — Bothell, WA (an audio equipment manufacturer)

INTERACTIVE MEDIA PRODUCTION — Sep. 2008 to Mar. 2009

- *Multimedia and Web:* Produced and edited video and Flash presentations on tight deadlines for use on the company's website and in trade show presentations. Prepared web banner ads. Assisted in the migration to a content management system.
- *Image Editing:* Color-corrected and manipulated product photography.
- *Research:* Sourced vendors, software, and equipment for recommended purchase.

### DIRECT MAIL DESIGN — Seattle, WA

PRINT PRODUCTION SPECIALIST — Dec. 2007 to Sep. 2008

- *Photo Editing:* Built Photoshop composite files, provided color correction, and performed extensive image manipulation.

## SOFTWARE SKILLS— ADVANCED

### GRAPHICS

Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
Adobe Lightroom  
QuarkXPress  
ArcReader (GIS)

### PRE-PRESS

Pitstop Pro  
FlightCheck  
Adobe Acrobat

### OFFICE

Microsoft Word  
Microsoft PowerPoint  
Microsoft Excel  
Google Docs  
Keynote

### WEB

Adobe Dreamweaver  
WordPress

### VIDEO

Final Cut Studio

## EDUCATION

### GOLDEN WEST COLLEGE HUNTINGTON BEACH, CA

Degree — Associate in Arts  
Certificate — Commercial  
Music / Recording Arts:  
Recording Arts Option

### UNIVERSITY OF WASHINGTON COURSES (TOWARDS BACHELOR'S IN COMMUNICATION)

Intro to Mass Communication  
Intro to Linguistics

### ADDITIONAL

Attended numerous seminars, workshops, and classes covering a variety of creative media topics, such as web development, multimedia, Photoshop, etc.

At creativeLIVE, assisted the instructor with communication to an online audience of photographers, graphic designers, programmers, etc.

*(continued)*

- *Print Production:* Worked closely with designers and clients to translate sketches and layouts into print-ready mechanicals.
- *File Management:* Built complex style sheets, templates, and folder structure in order to layout high-end marketing catalogs of over 100 pages.

IMAGINE COLOR SERVICE—Seattle, WA

FREELANCE PHOTO RETOUCHER — Jun. 2007 to Nov. 2007

- *Image Editing:* Modified electronic images for print and web, based upon client instructions, including extensive cloning, compositing, and image repair.
- *Color Correction:* Corrected for “pleasing color” and color-planner instructions.

J&L DIGITAL IMAGE—Seattle, WA

PRE-PRESS SPECIALIST — Mar. 2006 to Jun. 2007

- *Pre-Flight:* Checked and output client documents for Kodak contract proofs.
- *Color Correction:* Corrected for “pleasing color” and color-planner instructions.
- *Client Support:* Continued to operate as a vendor to Microsoft. (Refer to the “ArtSource” employment entry below.)

PACIFIC ART PRESS—Edmonds, WA

DESIGNER AND PRE-PRESS SPECIALIST — Feb. 2004 to Mar. 2006 and Feb. 1992 to Oct. 1994

- *Design and Pre-Press:* Typeset projects such as newsletters, business stationery, flyers, and logotypes. Converted client documents into print-ready mechanicals for high-resolution film output and multi-color printing. Scanned photos and images, preparing them for print projects.
- *Project Management:* Established archiving/back-up/digital-asset-management system and procedures. Occasionally interviewed and hired team members.

ARTSOURCE—Bellevue, WA (*an employment agency for creative professionals, now known as Filter*)ELECTRONIC PRODUCTION — Jul. 2002 to Jul. 2003 (*contracted to MICROSOFT*)

- *Pre-Press:* Revised internal and agency-supplied native artwork files within a 24-hour turnaround in order to meet Microsoft’s technical printing standards, vendor guidelines, and release criteria. Created press-ready PDF files. Wrote print specification documents.
- *Client Support:* Handled client communication and coordinated proofing cycles.
- *Vendor Support:* Provided post-release vendor support for supply chain issues.

MACKIE DESIGNS INC.—Woodinville, WA*(an audio equipment manufacturer, now known as LOUD Technologies)*

NEW MEDIA SPECIALIST — Oct. 1994 to Jul. 2001

- *Print Production:* Produced, edited, and managed a variety of projects including complex full-color brochures, product packaging and point-of-purchase displays, technical sell sheets, trade show graphics and giveaways. Created and modified layered technical illustrations.
- *Proofreading:* Responsible for full document review of marketing materials to achieve technical accuracy, correct grammar, and trademark/brand consistency.
- *Web:* Developed Mackie’s first website, managing it as webmaster for 2 years.
- *Multimedia:* Produced and edited computer-based presentations and videos for financial meetings, trade shows, and end-user training.
- *Client Support:* Coordinated with managers, executives, coworkers, and vendors to complete projects on time within specified budgets and tight deadlines.
- *Workflow:* Organized and cataloged several types of media for archiving.

**SOFTWARE SKILLS—  
INTERMEDIATE**

## GRAPHICS

Adobe FreeHand

## WEB

Adobe Flash  
ActionScript 3  
HTML/CSS  
TextWrangler

## VIDEO

Avid Media Composer  
Compressor

**MEMBERSHIPS/  
SUBSCRIPTIONS**

National Association of  
Photoshop Professionals  
Seattle Final Cut Pro  
User Group  
Seattle InDesign User Group  
Seattle Photoshop User Group  
Lynda.com