

Skills

- Expertise in InDesign, Photoshop, Dreamweaver, Acrobat Professional, and FreeHand.
- Working knowledge of Illustrator, PageMaker, PowerPoint, Word and Excel.
- Detail oriented multi-tasker. Adept at balancing various priorities and meeting deadlines on time.
- Ability to learn new software and job tasks quickly, with minimal supervision.

Experience

Graphic Designer, Forward Management (Formerly Accessor Capital). May 2005-Present. Seattle, WA.

- Leads and oversees the on-going evolution of corporate branded marketing materials.
- Manages and disseminates brand identify throughout the organization.
- Responsible for full-cycle project management for materials including advertising and quarterly reports.
- Obtains and applies required specialized regulatory knowledge.
- Manages website design, development and enhancements.

Graphic Designer, Town Graphics. November 2004-May 2005. Bothell, WA.

- Assisted lead designer in the layout and illustration of Town Graphics Maps.
- Collaborated with clients to design ads placed on the maps.
- Helped with the correspondence to assure proofs are sent out for approval and returned in a timely manner.

Graphic Designer, Advanced Laser Clinics / Aesthetic Solutions. March 2003-July 2004. Lynnwood, WA.

- Collaborated with marketing department to develop ad campaigns, logos, corporate identity and package design.
- In charge of production, assembly and distribution of info packets, manuals and marketing collateral for all branch offices of ALC.
- Prepared finished designs to be sent to the printer.
- Researched and gathered source material.

Graphic Designer, Dapper & Associates. June 2002-October 2002. Seattle, WA.

- Designed ads and other various marketing materials for clients such as AT&T Broadband and Unico Property Management.
- Collaborated with sales consultants, vendors and customers to identify key advertising elements and acceptable digital format requirements.
- Proofread finished work to assure quality design and prepared files to be sent to the printer.

Production Specialist and Project Assistant, DKA Architects. May 2000-June 2002. Seattle, WA.

- Assisted in design, layout and editing of various publications and marketing materials such as submittal reports and presentations.
- Provided tech support for some programs and digital photography equipment.
- Project coordination: Scheduled and attended meetings, AIA classes and seminars. Maintained project database and consultant insurance documentation. Researched for various information.
- Administrative Assistant for all departments, including: Interior Design, Architecture, Marketing and Accounts Payable.

Education

- Bachelor of Arts in Fine Arts, University of New Mexico, June 1999. Albuquerque, NM.
Emphasis: Studio Arts, Photography.
- Completed Intro to Web Design course, School of Visual Concepts, July 2007. Seattle, WA.
Emphasis: HTML, XHTML, CSS.