

Graphic and Interactive Designer with formal multimedia training, exceptional attention to detail and excellent communication skills. Able to manage and implement multiple projects, comfortable working as part of a team or independently. Superior design skills in page layout, information design, user interface design and typography. Strong understanding of interactive technology and branding standards.

## PERSONAL SKILLS

- Adept at communication through visual means
- Excellent eye for color and knowledge of its emotional impact
- Quick and eager learner
- Ability to meet aggressive deadlines
- Detail oriented
- Ability to manage and organize multiple large-scale projects
- Exceptional verbal communication
- Excellent writing skills

## PROFICIENCIES

### Design Applications

Adobe Photoshop and ImageReady  
 Adobe Illustrator  
 Adobe InDesign  
 Adobe Acrobat and Designer  
 Macromedia Director  
 Macromedia Dreamweaver  
 Macromedia Flash

### Non-design Applications

Microsoft Office Suite, MySQL Database, phpMyAdmin

### Programming Languages

HTML, PHP, CSS, ActionScript, Lingo

### Operating Systems

Windows 95/98/2000/ME/NT/XP, Mac OSX

## WORK EXPERIENCE

**Girl Scout Council of Greater Long Beach, *Web and Graphic Designer*** January 2007 – Present

Continued previous duties of website and eNewsletter management and implemented analytics tracking, took over all aspects of brand management and usage, created print materials, including invitations, flyers and miscellaneous collateral, for various events and fundraisers. Design and creation of several annual, semi-annual and quarterly event and training class catalogs; analyzed usage of catalogs and re-organized for easier understanding, which led to higher accuracy in form completion by parents and volunteers. Project management for and design and production of annual report. Minor IT assistance and receptionist duties, as required.

**Girl Scout Council of Greater Long Beach, *Communications Specialist*** October 2005 – January 2007

Gathered and organized website content, communicated with PR firm, gathered all relevant content for website, including Graphics Guideline and brand protection criteria from corporate. Implemented database-driven calendar and utilized dynamic technologies throughout website to communicate important upcoming events. Increased target audience visitation through ease of navigation, organization and abundance of current, relevant content. Created interactive PDF forms, which increased legibility for staff and decreased effort required to fill out forms for volunteers and parents. Realized disbursement of five quarterly eNewsletters, including newsletter design, construction and compatibility, and collection and management of e-mail addresses in database.

**Creative Imaginations, *Intern*** December 2004 – February 2005

Hired for layout and mock-up abilities. Designed arrangements for product presentation boards and mock-ups for trade show. Increased product appeal and visibility through flowing, organized layouts. Designed and created digital sample pages for product catalogs given out at trade show and mailed to retail stores to increase sales.

**Mt. Sierra College, *Faculty Assistant, Tutor*** June 2003 – December 2005

Helped students achieve higher understanding of general education and design classes, graded papers and other miscellaneous clerical work, organized and increased efficiency in locating various files.

## EDUCATION

**Bachelor of Science, Multimedia Design Technology** – Mount Sierra College, Monrovia, CA, Fall 2006, Summa Cum Laude