



I'm seeking a graphic design position in a company where I can utilize my graphic and creative skills to produce a variety of quality final print and web products.

WORK EXPERIENCE

Anne Pennypacker's RYPE Ideas 4/2011- current
Owner and Freelancer

- Design, photograph, illustrate and market as an independent freelancer

Bank of Marin, Novato, CA 12/2010-4/2011*
Graphic Design and Marketing Specialist

- Produced advertising materials for both print, web and eNewsletter: magazine, posters, vinyl banners, charity event programs, event booth signage, web banners and buttons
- Maintained and updated website CMS with current press releases, banners, ads, buttons, maps, portraits and regulatory information
- Utilized my photographic skills to update portraits, location and event photography in marketing materials

Bothwell Marketing, Sonoma, CA 3/2010-12/2010
Junior Designer and Production Coordinator

- Created new ads and ran pick up advertisements, proofread and ran revisions per client's request
- Streamlined production process on FileMaker Pro
- Assisted web designer in uploading and editing content for client's sites
- Created and cast css-built mass emailers via icontact

Marin Symphony, San Rafael, CA 9/2008-3/2010
Administrative Assistant, Marketing & Design Assistant

- Increased marketing materials by creating fliers, advertisements, brochures and program inserts
- Received all advertising contracts and track procedure from sales to printing

Palace Press Publishing, San Rafael, CA 5/2007-12/2007
Production Design Assistant & Production Coordinator

- Coordinated projects and corresponding artwork and proofs both shipping internationally and between design, production and marketing departments
- Assisted in production design using Adobe CS3 Suite: corrections, converting images, and upload to ftp
- Utilized my photographic experience to capture needed images for publications

Express Enterprises, San Rafael, CA 9-10/2004 & 2005*
Graphics & Production Coordinator

- Misc tasks of cleaning up clipping paths, photo-editing and uploading prepared files to ftp
- Proofread advertisements for editorial /graphic errors
- Coordinated daily production of three books

*As a temp

EDUCATION

- **2009-Winter 2011**: Santa Rosa Junior College: currently enrolled in the Graphic Design Certificate program
- **2005-2010**: California College of Arts: Introduction to Graphic Design, and Rapid Viz Sketching
- **2005-2006**: College of Marin: InDesign, Anatomy Drawing I & II, Dreamweaver
- **2000-2004**: University of California, Los Angeles, June 2004, Bachelor of Arts in Art History, Minor in Anthropology, studied color Photography



SKILLSET

- **Adobe CS3, 4, 5 Suites**: Advanced in Photoshop, Illustrator, InDesign, and Intermediate in Dreamweaver, HTML and CSS, Flash. Also iMovie.
- **Photo-editing**: color correction, image cleaning, sharpening and selective item removal, etc.
- **Illustration**: in Photoshop and Illustrator
- **Professional Photographer**: both B&W (darkroom) and color (darkroom & digital)
- **Rendering with multimedia**: acrylics, pencils, oils, watercolor, charcoals, pastels, oil pastels