

## graphic designer & photographer

### professional skills

- Design concept, development, production and file preparation for print including brochures, newsletters, annual reports, direct mail, posters, advertisements, invitations, premiums, menus, stationery packages and product packaging.
- Design concept, development and production for brand and identity including establishing style guides.
- Design concept, development and production for websites, splash screens, html emails, banner ads and presentations.
- Concept and story boarding for video production.
- High level of proficiency in Adobe CS5 Design Suite and Microsoft Word. Experience with Outlook, Powerpoint, HTML and CSS, and Wordpress.
- Prepare, monitor and adhere to budgets and production schedules.
- Prepare print estimates, coordinate and schedule printing, review proofs and attend press checks. Maintain printer relationships.
- Troubleshoot and correct Mac software and hardware problems.
- Maintain and update Mac software and hardware, font databases, photo and graphic resources libraries, file archiving, and back-up systems.
- Interview and contract photographers and illustrators.
- Research and purchase stock photography.
- Coordinate and art direct photo shoots.
- Art direction and training for junior designers.
- Client meetings and presentations.
- Headshot, culinary and event photography.

### professional history

Freelance Graphic Designer  
Shabibi Creative Services  
June 2002 – present

Senior Graphic Designer  
Christian Relief Services Charities  
Non-profit Industry  
May 2006 - present

Senior Graphic Designer  
Northern Virginia Community College  
Higher Education Industry  
August 2003 – March 2005

Graphic Designer/Senior Graphic Designer  
KSA Plus Communications, Inc.  
K-12 Education Advocacy/Variety of Industries  
October 2000 – August 2003

Freelance Graphic Designer  
The Creative Group/Randstad Staffing  
Creative Staffing  
June 2000 – October 2000

### awards

Graphic Design USA 2005  
American In House Design Competition  
Identity Package - Northern Virginia Community College

Admissions Marketing Report 2005  
20<sup>th</sup> Annual Admissions Advertising Awards  
Bronze Medal – Logo/Letterhead for colleges with more than 20,000 students  
Northern Virginia Community College

### education

BFA Graphic Design 2000  
Summa Cum Laude  
Old Dominion University, Norfolk, VA

*References are available upon request.*