



## PROFESSIONAL SUMMARY

Extensive experience as a Graphic & Production Artist in the printing, publishing, advertising/marketing, financial, and benefits administration industries. Skilled at formatting and prepress print production in high volume deadline driven studios. Supply vendors with perfect digital files for four color offset printing and digital color printing. Capable of “mechanicalizing” or rebuilding an art director’s layout with changes/rebuilds and clean-ups for accurate file preparation. Experience building print, web and email files while adhering to client branding standards. Accomplished photographer, photo illustrator and graphic designer with strong type sensitivity.

<u>Software Proficiency</u>	<u>Working Knowledge</u>	<u>Specialized Skills</u>
Adobe Creative Cloud: InDesign Photoshop InCopy Acrobat	Microsoft Word Microsoft Excel Illustrator Microsoft PowerPoint Squarespace iMovie activeCollab Box/Asana	Graphic design Print production Mock ups Layout & formatting Web/email production Branding Font & color management Direct mail On-line video Photo resampling/retouching PDF workflow Packaging

## PROFESSIONAL ACHIEVEMENTS

- Expert preparing print production files with Adobe Creative Suite
- As a “one man studio” I generated accurate print-ready files and created presentations, mock ups and comps for clients and new business
- Developed, implemented and monitored a file naming convention and work flow procedure that lead to quick file retrieval and job turnaround
- Maintained client digital files including: consistent naming convention, folder hierarchy, proper storage and cataloging
- Experience formatting foreign languages from translated copy
- Managed corporate branding campaigns, maintained collateral consistency for client signage, advertisements and POPs, and provided image support for client websites
- Trained and managed new hires and freelance help according to studio policies and procedures
- Successful self promotion by building my own website utilizing online blogging software and social media

## PROFESSIONAL EXPERIENCE

### Senior Production Designer/Graphic Designer

10/2019–11/2022

Businessolver, West Des Moines, IA

Provided graphic design, info graphics, print production and web communication deliverables to achieve employee engagement goals for Businessolver’s benefits administration clients. Deliverables include multi-version benefit guides, marketing materials, interactive pdfs, web assets and email files. Also provided quality control including preflighting files for print production and proofing printers pdf files.

### Production Specialist

1/2019–3/2019

Crackerjack Communications, Wellesley, MA,

Provided image selection, graphic design, print production and release of print deliverables for Crackerjack’s post secondary education clients

### Production Artist

11/2011–11/2018

Mercer, Norwood, MA

Provided print/web production deliverables for Mercer’s clients for investment, retirement and health & benefits products for human resources and related services. Team player able to manage and prioritize multiple projects in a fast-paced studio environment with emphasis on quality control and accuracy. Build, maintain and release digital files (print and web) to branding guideline standards and specs. Work in a PDF/ InCopy workflow environment while being responsible for most print files releasing to printers. Also, able to create interactive PDFs, product comps and produce mounted presentations for new business development.

### Freelance Graphic Artist

12/2008–11/2011

Successful freelance graphic artist providing graphic design, print production and web deliverables for Boston and Providence area clients. A list of clients can be provided upon request.

### Studio Production Artist

9/2006–12/2008

Hill Holliday Advertising, Boston, MA

Provided formatting, layout and file releases for print deliverables

Clients included: Dunkin Donuts, Harvard Pilgrim, Liberty Mutual, Covidien, Bank of America

### Mac Production Artist

9/2005–12/2008

Hill Holliday Advertising, Boston, MA

Provided print materials for John Hancock Financial — life insurance, retirement investing and long-term care insurance

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**Print Production Artist**

9/2004-9/2005

Scudder Investments, (now DWS Investments) Boston, MA

Provided print production for collateral and investment product packages

**Studio Manager/Mac Production Artist**

2003

Baldwin/Clancy/Rogan Advertising, Somerville, MA

Provided studio leadership and print production deliverables

Clients included: Amerlux, Boston Federal, CitiStreet

**Studio Supervisor/Mac Production Artist**

1994–2003

Baldwin &amp; Stone, Inc., Cambridge, MA

Oversaw all studio functions and provided print production deliverables, responsible for archiving client files

Clients included: W.B. Mason, Watts, Wolfers, Apogent, Boston Federal, Symmons, State Street Global Advisors, CitiStreet, Standard Electric

**EDUCATION**

UMass Dartmouth  
Dartmouth, MA  
*BFA Graphic Design/Photography*

Boston Neighborhood Network  
*Certificate - Studio  
Production & Crew*

Social Media Magic University  
*Certificate - Social  
Media Specialist*

Maximize Your Channel  
*Course completion -  
YouTube Creator Academy*

**PROFESSIONAL MEMBERSHIPS and ORGANIZATIONS past & present**

InDesign Users Group  
Boston Chapter

Photographic Resource Center  
at Boston University

Roslindale Village Main Streets  
Marketing Committee

Roslindale Open Studios  
organizer and participant

Boston Photography Center  
Meet Up

Griffin Museum of Photography  
Winchester MA