



### PROFESSIONAL SUMMARY

Extensive experience as a Graphic Artist in the printing, publishing, and advertising industries. Skilled at formatting and prepress production for high-resolution color offset printing and large-format color imaging. Team player and able to manage and prioritize multiple projects in fast-paced studio environments with emphasis on quality control. Currently learning video for the web, Internet marketing and Final Cut Pro. Accomplished photographer, photo illustrator, and graphic designer with strong type sensitivity.

#### Software Proficiency and Knowledge:

Adobe InDesign CS5	Adobe Photoshop CS5	MS Word	Layout & formatting
Adobe Illustrator CS5	Adobe Acrobat CS5	MS Powerpoint	Font & color management
Media Bank	QuarkXpress	CD Finder	Photo resampling/retouching
Willow Job Tracker	Squarespace	iMovie	Prepress/web production

#### Specialized Skills:

Graphic design	Clipping paths
Direct mail	Social media
Product packaging	On-line video
Prototype creation	SEO

### PROFESSIONAL ACHIEVEMENTS

- Led startup companies operating on limited budgets — providing support and leadership
- I was a “one man studio” generating accurate print-ready client files, netting increased company savings by creating less waste
- Developed, implemented, and enforced a file naming convention and work flow procedure that lead to quick file retrieval and job turnaround
- Maintained consistency with daily management of client files including folder hierarchy, proper storage and systematic cataloging
- Capable of “mechanicalizing” an art director’s layout — making necessary changes or rebuilds for accurate color printing and imaging
- 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
- Production/studio department management including routine server maintenance and effective asset-management and archiving
- Provided production/studio area management and workflow prioritization with traffic manager, prepress file preparation, and quality control for entire agency client base
- Trained and managed new hires and freelance help, according to studio policies and procedures that I helped implement.
- Reviewed proofs of vendor-supplied client files and purchased studio supplies
- Conceived and photographed local postcard distributor business in Rhode Island promoting Rhode Island tourism with sales and distribution of 70,000 scenic view postcards
- Successful freelance graphic artist providing graphic design, print production and photography deliverables in a cost effective and timely manner
- Self promote myself by building a website utilizing online blogging software and positioning on social media websites

### PROFESSIONAL EXPERIENCE

#### Freelance Graphic Artist 2003–present, clients included:

- |  |                                    |  |                               |
|--|------------------------------------|--|-------------------------------|
| • Staples Headquarters, Framingham, MA | • Marketing Drive, Boston, MA      | • Boston Globe/Boston.com, Boston, MA        | • FM Global, Johnston, RI     |
| • Catalyst B2B, Providence, RI         | • Kaz, Southborough, MA            | • Roslindale Village Main Street, Boston, MA | • Brand Content, Boston, MA   |
| • Mullen, Boston, MA                   | • Scudder Investments, Boston, MA  | • Roslindale Open Studios, Boston, MA        | • The Belli Group, Sharon, MA |
| • BBK Worldwide, Newton, MA            | • Soulful Body Fitness, Boston, MA | • Coull/Sandstedt Creative, Boston, MA       | • Tinhat Creative, Boston, MA |
| • W.B. Mason, Brockton, MA             | • Stringer, Burlington, MA         | • Jimmies Ice Cream Cafe, Boston, MA         |                               |

#### Hill Holliday Advertising, Boston, MA 2005–2008

Studio Mac Artist

Clients included: John Hancock, Dunkin’ Donuts, CVS, Harvard Pilgrim, Liberty Mutual, Covidien, Bank of America, LoJack, Massachusetts State Lottery, Museum of Fine Arts, Novartis

#### Baldwin/Clancy/Rogan Advertising (formerly Baldwin & Stone, Inc.), Needham, MA 2003

Studio Manager/Mac Production Artist

Clients included: Amerlux, Boston Federal, CitiStreet

#### Baldwin & Stone, Inc., Cambridge, MA 1994–2003

Studio Supervisor/Mac Production Artist

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

### EDUCATION

University of Massachusetts, Dartmouth, MA

BFA Graphic Design/Photography

Social Media Magic University

Certificate as a Social Media Specialist

Boston Neighborhood Network

Certificate in Studio Production & Crew

### PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS

- InDesign Users Group, Boston Chapter • National Association of Photoshop Professionals • Boston Neighborhood Network  
Boston Photography Center • Photographic Resource Center at Boston University • Roslindale Village Main Streets, Marketing Committee  
Griffin Museum of Photography • Roslindale Open Studios, participant and organizer • Roslindale Arts Alliance, board member