

Qualifications

- In-depth knowledge of Adobe InDesign, Illustrator, Photoshop, Dreamweaver, Flash and Acrobat in both CS2 and CS3
- Highly experienced in Windows, MS Office, email, internet, database entry, graphic and photographic programs, HTML, and CSS
- Comfortable using either Windows or Mac computers
- Experienced with digital cameras, SLR cameras, scanners and printing
- Good communication skills in person and on the phone
- Strong organizational and time-management skills
- Reliable and motivated to learn
- Able to easily switch between working as a team member & alone
- Strong ability to multi-task and handle multiple priorities
- Good project management skills

Education

9/2005 – 6/2007: Lake Washington Technical College, Kirkland, WA

- Certificate of Proficiency in Computer Graphics, 4.0 GPA in all coursework
- Member of Phi Theta Kappa

9/2000 – 3/2005: University of Washington, Seattle, WA

- Communications Major, Art History Minor, 3.27 GPA

Awards

Lake Washington Technical College, Presidents List

- All full-time quarters, including Fall 2005, Winter 2006, Spring 2006.

2004-2005 Season - IHSA Equestrian Team, University of Washington

- Champion of collegiate riders in Washington and Oregon in Class 12, Intermediate Western Horsemanship.

Harbor High School, Santa Cruz, CA

- High Honors in Graphic Design: created business cards for teachers and created graphic design for graduation brochure

Employment:

Designer/Analyst

6/2006 – 4/2008 Verdiem Corporation, Seattle, WA

- Support the Sales & Marketing teams by laying out datasheets, ads (web and print), posters and other marketing/sales materials using Adobe Creative Suite tools for both internal and external use.
- Layout book being published by CEO – both cover art and all pages
- Keep the Website up to date and create new pages when needed
- Create HTML email templates both for email and Salesforce.com
- Analyze customer databases – used SQL Server Management Studio, Microsoft Reporting Services & custom tools to view databases and make suggestions for improving energy savings.

Sales and Marketing Assistant

3/2005 – 6/2006: Verdiem Corporation, Seattle, WA

- Organize and send out large mailings to potential clients to create leads
- Editor of page layout for internal documents
- Support the sales team by providing any needed assistance.
- Research potential customers and potential events to be attended
- Use salesforce.com to track leads/accounts, and enter in potential customers

Marketing Intern

8/2003 – 4/2004: Abacus Engineered Systems, Seattle, WA

- Helped with telemarketing for company seminars
- Built multiple databases on MS Excel
- Helped office assistant by organizing library and the filing system
- Created PDF documents from hard copies
- Helped prepare for company functions and meetings

Marketing and Graphic Design

1996 – Present: WellSpring Associates, Santa Cruz, CA

- Design complete look and feel and implement it in pamphlets, handouts, and mailings.
- Collateral creation in Adobe CS2/3 and Microsoft Office
- Photography manager
- PC Upgrades
- Database entry