

## Qualifications

- Passionate graphic designer with corporate and pro-bono design experience
- In-depth knowledge of Adobe Illustrator, Photoshop, InDesign, Flash, Dreamweaver and Acrobat
- Highly experienced in Windows, MS Office, email, internet, database entry, HTML, and CSS
- Experience creating/editing forms
- Comfortable using either Windows or Mac
- Experience with stock image libraries and licensing
- Enjoy teaming with many groups inside and outside the company to complete projects
- Experienced with digital cameras, SLR cameras, scanners and printing
- Good people skills in person, on the phone and through email
- 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

## Awards

Expedia, Inc., Global Service Operations, Customer Focus Award, Overall 2008 & Q4 2008

- For revamping the stock image invoice process using internal and external stakeholder satisfaction as the metric

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.

## Certifications

Marriott Hotel Excellence Travel Agent Training, September 2009

## Employment:

Associate Media Producer

6/2008 – Current Expedia, Inc. Bellevue, WA

- Use Adobe Photoshop and Bridge to enhance hotel photos and virtual tours within daily SLA
- Create location maps
- Created a single repository for all company logos & a logo request process so that logo usage can be tracked
- Update and maintain content and layout for photo processing and Media Manager documentation
- Provide Maternity leave support from August 2008 through December 2008
  - Ownership of stock image process
  - Finished the rollout of Getty Images Media Manager web tool to internal Expedia, Inc. customers
  - Re-work invoice process – customer service award

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 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

- Built multiple client marketing 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
- Database entry