

**EDUCATION**

**Associate of Arts in Applied Science: Commercial Art & Advertising Design**

Johnston Community College, Smithfield, NC; 1987 - 1989 GPA: 3.93

Fashion Institute of Design & Merchandising, San Francisco, CA

Studies included: Design and Marketing; 1983 - 1984 GPA: 3.95

**SKILLS**

Software (PC and Macintosh Systems): Adobe Creative Suite - InDesign, Photoshop, Illustrator, Dreamweaver, QuarkXPress 4.1, PageMaker 6.5, Adobe Acrobat, PowerPoint, Microsoft Word 2003.

**ARTISTIC ABILITIES**

Photography, Figure Drawing and Technical Illustration in a Variety of Media

**WORK EXPERIENCE**

**Self-Employed (April 2003 - Present)**

Currently, I am sole proprietor of an interior design business. (INTERIORS by Decorating Den). In addition to providing decorating and consulting services for my clients, I also handle all of the marketing and administrative functions for my business.

I also do freelance graphic design for select clients, including website creation, advertising layouts, logo and package design, newsletters, and other publications.

---

**Cary Printing, Morrisville NC** Customer Service Representative (April 2002 - April 2003)

Client representative for printing company, facilitating the production, prepress, and estimating processes. Responsibilities included inside sales, project coordination, and database management.

---

**Artware Systems, Inc., Morrisville, NC** (September, 1990 - April 2002)

I helped Artware grow from a quick-printing company to a full-service marketing agency. During my 11+ years with this company, I held the following positions:

Graphic Designer - Duties: Newsletter and Brochure Production, Design Concepts, Original Layouts in Quark and PageMaker, Corporate Identity Systems, Customer File Modification, Photo Scanning and Photo Retouching, Prepress Trapping and Imposition, Film Output, Color Separations and Proofing.

Production Coordinator for Printing Services - Duties: Scheduling, Purchasing, Brokering for Outside Printing, Estimating, Invoicing, Customer Service and Follow-Up, Job Costing, Coordinating 10-member Staff, General Office Management, Computer Network System Backup & Maintenance.

Marketing Coordinator - Duties: Concepting, Client Consultation and Strategy Planning, Campaign Coordination, Budget Analysis, Tracking, Research, Copywriting, Direct Mail (List Purchasing and Management, Mailing Coordination), Outsourcing Creative Services.

Publisher/Editor - Business Growth Magazine; Duties: Complete production of quarterly magazine (year-long test marketing project) including: Research, Story Editing, Page Layout, Ad Sales, Ad Layouts, Output, Invoicing, Circulation and Distribution, Design of Media Kits, Website and all Marketing.

---

1987 - 1990: Typesetter and Paste-up artist for various companies including:

International Minute Press, Cary, NC; AccuCopy, Goldsboro, NC; SAS Institute, Cary NC

References available upon request