

DESIGN PRODUCTION EXPERTISE

Skills: Project management, retouching, image composition, color correction, design, mechanicals, templates, websites, presentations, animation, and 3D rendering

Tools: Adobe Photoshop/Illustrator/InDesign/GoLive/Acrobat, QuarkXPress, Macromedia Flash/Director/Dreamweaver, BBedit, MS PowerPoint/Excel/Word, HTML, javascript

PAST EXPERIENCE

December '04 – SULLIVAN & CROMWELL, Graphics and Design, 125 Broad Street, New York, NY
September '05 Freelance Software Trainer and Production Consultant
– With department head, co-designed production system for converting documents
– Trained department, 5 graphic artists, in InDesign and GoLive

September '03 – DEUTSCHE BANK, Creative Services, 60 Wall Street, New York, NY
November '04 Freelance Design Production Manager
– Defined scope, budget and options for projects (\$2.6 million)
– Successfully negotiated rates and production schedules with vendors
– Generated monthly, year-to-date billing summaries and weekly status reports
– Reconciled client approvals on estimates and invoices for processing
– Assigned projects to designers, providing technical and production support

September '01 – Various Freelance Assignments
August '03

DEUTSCH ADVERTISING, Studio, 111 Eighth Avenue, New York, NY
Freelance Production Artist – Snapple, Revlon, Bank of America and Almay accounts
– Created mechanicals and retouched art for ads

COOPER DIRECT, 381 Park Avenue South, New York, NY
Freelance Bi-lingual (English/Spanish) Production Artist – Columbia House account
– Resized ads for different Latin publications, updating offers, coupons and selection lists

YOUNG & RUBICAM, Studio, 285 Madison Avenue, New York, NY
Freelance Retouching Artist – Philip Morris account
– Rendered comp and final art for Parliament and Chesterfield ads

ANN TAYLOR, Marketing, Creative Group, 142 West 57th Street, New York, NY
Freelance Production Artist
– Created mechanical templates for ads and POP signage

December '99 – D'ARCY, Brand Optimization Group, 1675 Broadway, New York, NY
December '00 Multimedia Production Artist/Project Manager – Enron, Sprint and Sony accounts
– Produced websites, presentations, mechanicals, illustrations and maps

June '98 – WUNDERMAN CATO JOHNSON, Studio Cinque, 675 Avenue of the Americas, New York, NY
December '99 Senior Computer Production Artist / Retoucher – USPS and various accounts
– Produced multi-component direct marketing collateral and print ads

EDUCATION

September '81 – Skidmore College; B.A., Dean's Honors, Highest Honors
May '85 Government Major, Business Minor