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JOB OBJECTIVE: Working as an employee or a private contractor creating dynamic and seamless designs, layout, copy and graphics for a multimedia market with extensive training and expertise to make your print and web projects enhance your unique image.

TECHNICAL SKILLS:

- Adobe CS2 & CS3, InDesign, Photoshop, Illustrator, Acrobat
- Print layout and design, (booklets, business cards, flyers, labels)
- Web design and maintenance (HTML, CSS, MS FrontPage, Dreamweaver, Flash)
- Style and font management
- Over 30 years experience with computers and desk top publishing
- Excellent proof-reading skills, copy writing and editing

ACCOMPLISHMENTS:

- Created 2-up saddle stitch booklet, calendars and invitation for non-profit organization
- Restored and corrected old wedding photos.
- Designed logos used for t-shirts and embroidered patches for local Boy Scouts of America
- Edited, designed and did layout for 12 page annual newsletter with graphics and photos, 7 years
- Maintained and designed web sites for non-profit organizations.

PERSONAL SKILLS:

- Ability to multi-task, detail oriented
- Works well as a team member or indefinitely
- Organized, problem solver, meets deadlines
- Communicates effectively
- Honest, reliable, enthusiastic
- Creative, innovative, articulate
- Interacts positively with customers and coworkers

WORK HISTORY:

2006-2007 Mall Services Group, Petaluma, CA
Customer service, order entry & processing, Photoshop

1985-current SwiftSail Software Services, CA
Freelance and nonprofit web, print and graphic designs

EDUCATION:

Santa Rosa Junior College, Santa Rosa, CA

2007 Adobe Certification Training in Illustrator Achievement
Adobe Certification Training in Photoshop Achievement
Adobe Certification Training in InDesign Achievement
Adobe Applications Specialist Certification Achievement

1983 Associate of Arts Degree, Santa Rosa Junior College, Santa Rosa, CA