

## Expertise

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### Graphic design and digital illustration

- Conceptual creativity
- Photo manipulation
- Layout production
- Web publishing
- Illustration

### Project management

- Production equipment operation
- Project scheduling
- Purchasing and budget control

### Business applications

- Adobe Design Premium CS3
- MS Office 2007
- Quark Express
- MS Project
- Quickbooks Pro 2010

### Business Communication

- Quality customer service
- Vendor relations
- Professional follow-through
- Social media

## Experience

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2009-Present

Proprietor, Pasadis Design

### Graphic Design, custom illustration, and project management

- Logos
- Color schemes
- Business sets
- Building signage

### Web graphics and Flash animation

- Illustration
- Floor plans/office layout

### Portrait Artist

- Create fine art portraits on a contract basis

1997 to 2008

Fico Corporation, San Rafael, Ca

### Associate Marketing Manager, reporting to the Director of Marketing Communications

- Produce marketing material, ensuring print quality and timely delivery.
- Negotiate volume pricing with print vendors working within a quarterly budget of ~\$60K.
- Prepare, collect, submit print files and work orders.
- Plan and implement a collateral management system using vendor services, resulting in improved global availability of marketing materials and greater version control.
- Process PO's and Invoices, maintain records.
- Support Corporate Events team in material planning and production.



## Document Services Manager

- Manage multi-shift team responsible for document production with annual budget responsibilities ~\$200K
- Streamline production and data tracking process.
- Responsible for staffing, training and employee development.
- Manage vendors and production contingency plans.
- Improve customer satisfaction through surveys and client meetings.
- Design and maintained a department web site/customer help center.

1993 – 1997

FYI Direct (formerly Advanced Digital Graphics)

## Print Sales

- Telemarket from prospect list with a set goal of 10 appointments per day.
- Build rapport and develop business partnerships.
- Grow new customer base and bring back previous clients.

## Docutech Operator

- Responsible for running multiple copy and bindery machines simultaneously; programmed, proofed, edited, and printed a wide variety of documents.
- Created and maintained a job tracking system.
- Supervised the bindery and final QC of printed materials.
- Implemented an archive/reprint process that simplified the re-order process.
- Trained new operators

## Education

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### Associate of Science, Graphic Design

February 2010, International Academy of Design and Technology Tampa, FL  
3.95 GPA, Dean's List and Member of the Golden Key International Honor Society

## Training

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- CSS3 and HTML5 Live Lesson, SitePoint Courses, August 2010
- MS Excel Pivot Table training October 2004
- Project Management, June 2003 and MS Project training June 2004
- Seybold 2000, Best Practices for Print Publishing; Optimal Server Architecture; Adobe Illustrator Art and Production Techniques
- Seybold 1999, Working Cross-Platform: How to Handle Your Fonts & Graphic Files Successfully; On-Demand Printing, Asset Management
- Seybold 1998, Creating and Repairing PostScript Files
- Seybold 1997, Network and File Transfer; Workflow: A Management Approach