

myobjective

- To work in an environment that is creative, challenging and high energy;
- To be able to use my technical and creative experiences to the fullest of my abilities...and then learn more;
- To work hard and enjoy what I am doing

myskills

Adobe InDesign
Microsoft Word

QuarkXpress
Microsoft Excel

Adobe Illustrator
Adobe Flash

Adobe Photoshop
Adobe Dreamweaver

mycareer

- Received a Bachelor of Fine Arts in Graphic Design from the University of Michigan in Ann Arbor
- Intensive web design training with Lynda Weinman at on-site at Lynda.com in Ojai, California
- Experienced 2 years as a marketing coordinator and assistant media buyer at an in-house creative agency
- Experienced 10 years of solid print production and print design experience at multiple firms
- Very comfortable in a variety of fast-paced environments
- Extremely organized, very detail oriented and can always make a tight deadline

myexperience

PULTE HOMES | Naples and Orlando, Florida 02/05 - 03/08
Florida Area Marketing Coordinator • Assistant Media Buyer • Graphic Designer

- Managed, scheduled and trafficked print jobs from 7 divisions around the state from concept to release
- Tracked creative jobs and held weekly status meetings for 7 divisions
- Managed work flow for our in-house creative agency keeping them on time and on budget
- Oversaw media plans and anticipated upcoming deadlines
- Coordinated media schedules and buys (newspaper, magazine, outdoor and radio) for 7 divisions
- Graphic design (sales collateral, billboards, sales displays, direct mail)
- Organized sales and homeowner events - locations, catering, entertainment, presentations, etc.

SPLASH MAGAZINE | Fort Myers, Florida 10/04 - 01/05
Freelance Graphic Designer

- Produced 60-page, glossy 4/C bi-monthly magazine, created media/sales materials, and ads
- Photographed events for use in magazine articles and advertisements

AQUENT | Chicago, Illinois & Southfield, Michigan 11/97 - 02/98 | 11/98 - 03/99 | 02/01 - 09/04
Freelance Graphic and Web Designer

- Clients include Oakwood Hospital, Murray's Discount Auto Supply, Moody Bible Institute, Blue Cross Blue Shield Association and Blyth HomeScents International (with Blyth for over 3 years)
- Web design, print production and design including direct mail, POP, catalogs, brochures, sell sheets, package design and brand identity standards

MICHAEL FLORA & ASSOCIATES | Troy, Michigan 03/99 - 01/01
Junior Art Director

- Heavy print production and design; projects included direct mail, brochures, billboards, posters, magazine advertisements, books/manuals, and hi-res photography retouching