

## Skills

- Production
- Word/Image Design
- Proofreading/Editing
- Attention to Detail
- Problem Solving
- Computer Aptitude
- Efficiency
- Writing
- Word Processing (75 wpm)

## Proficient in

- QuarkXPress
- Microsoft PowerPoint
- Microsoft Word
- Adobe Photoshop
- Claris Filemaker
- Adobe Illustrator

## Familiar with

- FrameMaker
- HTML
- PageMaker
- Netscape
- Excel
- Freehand
- Adobe InDesign

## Experience

FREELANCE/CONTRACT 1994—present (part and fulltime)

Pearson Custom Publishing, Boston, MA/2001—present; Pre-Press Company, E. Bridgewater, MA/2001—present; Jenkins Group, Traverse City, MI/2001—present; QEP Design, Cambridge, MA/1997—present; Adams Media Corporation, Holbrook, MA/1997—1998; Houghton Mifflin Company, Boston, MA/1997—1998; Silver Burdett Ginn, Needham, MA/1997; Banta Digital Services, Needham, MA/1994—1997

- Work on Windows and Macintosh platforms to produce educational and trade books.
- Design and page from scratch or use customer supplied templates, style sheets, and specifications.
- Create sample pages with all necessary style sheets and master pages from customer designed specs.
- Proofread hard copy for specs and accuracy. Evaluate and train prospective freelancers. Preflight files.

PRODUCTION COORDINATOR Adams Media Corporation (book publisher), Holbrook, MA/1998—2001

- Worked in multiplatform environment on all aspects of trade books from interiors to covers, from initial design to final layout, from contracting freelancers to sending final pages to the printer.
- Designed and tested templates for trade books using multiple programs.
- Provided technical and design instruction to other employees.
- Contracted with outside freelancers for design, layout, and word processing jobs.
- Responsible for preflighting files to ensure technical quality of files for final output.

PRODUCTION/GRAPHIC DESIGNER Blum Associates, Needham, MA/1995—1996

- As a one-person graphics department, responsible for troubleshooting and graphic design.
- Worked with projects from concept to final delivery. Created and edited a wide range of pieces from one-color business cards to multi-page and multi-color brochures and catalogs.

EDITOR/GRAPHIC DESIGNER OTC Communications, Needham, MA/1994

- Designed, wrote, and edited a monthly newsletter, press releases, fact sheets, and reports.

DESKTOP PUBLISHER/TYPESSETTER JC Business Forms, East Windsor, CT/1992—1994

- As the sole typesetter, designed and reset forms, brochures, booklets, and ID cards.
- Developed advertising specialty department.

PUBLICITY INTERN WGBY/57-TV, Springfield, MA/1993

- Wrote press releases, newsletters, and Prime Time highlights for local PBS affiliate.

## Education

NORTHEASTERN UNIVERSITY, Boston, MA/present

- Online classes in HTML/CGI Programming and Technical Writing toward a certificate program

MOUNT HOLYOKE COLLEGE, South Hadley, MA/May 1992

- Bachelor of Arts in English
- Minor in Ancient Cultures and Civilizations