

## FREELANCE GRAPHIC DESIGNER

### Highlights

- Summary: Marketing and design professional with nearly eight years experience supporting effective development and implementation of company marketing plan and goals. Areas of expertise include:
- Development of brand identity
- Layout and copy of promotional materials
- Copy, editing and proofreading
- Execution and design of promotional campaigns
- Print production preparation
- Computers: Experienced and trained in CS5: Adobe Photoshop, Illustrator, In Design, and Acrobat. Also trained in Microsoft Windows, Word, Excel, Dreamweaver, and Quark.

### Experience

Freelance Graphic Designer , 01/2011 to Current Company Name

- Magazine Layout Design.
- Brochure Design.
- Web Design.
- Web Maintenance.

Owner , 01/2004 to Current Company Name

- Creative design and layout of wedding invitations.
- Preparation of art files and print specifications for various clients.
- Creative design of marketing materials for various clients.
- Website maintenance for various clients.
- E-mail marketing.

Accounts Receivable Manager , 01/1998 to 01/2001 Company Name

- Responsible for collections of all accounts.
- Maintained daily cash balance.

Event Coordinator , 01/2004 to 01/2010

- Creative design and layout of event posters, fliers and banners.
- Coordinator of five major community events.

### Personal Information

Ability to work hard and accomplish duties without direct supervision.

### Additional Information

- Self motivated & disciplined: Ability to work hard and accomplish duties without direct supervision.

### Skills

Acrobat, Dreamweaver, Adobe Photoshop, art, balance, banners, brand identity, Brochure Design, Creative design, clients, editing, E-mail, Illustrator, Layout Design, Layout, marketing plan, marketing, marketing materials, Excel, Microsoft Windows, Word, posters, Print production, promotional materials, proofreading, Quark, Web Design, Website