

## EXPERIENCE

### **Senior Graphic Designer**

Hawkes Learning

2017 – present  
Mt. Pleasant, SC

- Creates high quality, engaging designs
- Works with content editors and/or creative director to produce educational materials
- Assist with in-house, on demand printing needs
- Correspond with printers and other outside vendors

### **Graphic Artist**

TRUSimulation + Training

2016 – 2017  
Goose Creek, SC

- Confers with management and staff to determine training objectives
- Creation of graphics and animation for Interactive Multimedia Instruction (IMI) courses
- Convert engineering drawing formats (AutoCAD, Catia, Unigraphics) to formats delivered over the Internet
- Collaborate on or provide suggestions on preparing of design layouts, specifications and mechanicals for Level 3 Interactive Media Instruction (IMI)
- Work with team to develop design concepts, gather information, discuss alternatives, gain approval and review publications

### **Graphic Artist**

Augusta University (formerly Georgia Regents University)

2007 – 2015\*  
Augusta, GA

- Design and manage layout of many projects for various departments.
- Create projects include posters, brochures, magazines, multimedia and web design for advertising and marketing purposes.
- Prepared corporate style guide.
- Telecommute/Freelance\*

### **Graphic Designer**

Lincoln Financial Group (Formerly: Jefferson Pilot Financial)

2004 – 2007  
Concord, NH

- Designed and managed layout for printed marketing materials.
- Created multimedia presentations.
- Prepared web-marketing initiatives.
- Telecommuted

### **Publications Coordinator**

Dartmouth College – Dartmouth College Fund

2002 – 2003  
Hanover, NH

- Designed and managed layout of direct marketing projects.
- Produced web graphics to be used on development site.
- Handled orders and scheduling with print vendors.

### **Graphic Designer/Desktop Publisher**

Tally Systems

1999 – 2002  
Lebanon, NH

- Designed and managed layout of direct marketing projects.
- Produced html email publications.
- Handled orders and scheduling with print vendors.

### **Pre-press Operator**

Imperial Company, Inc.

1992 – 1999  
West Lebanon, NH

- Managed pre-press operations.
- Designed and managed layout of printed materials for company clients.
- Performed pre-press operations as needed.

## **TECHNICAL SKILLS**

- Project Management
- Proficient in both PC & MAC environments
- Adobe Creative Suite CS: InDesign, InCopy, Photoshop, Illustrator, Acrobat, Creative Cloud
- Microsoft Office: Word, Excel, PowerPoint, Outlook
- HTML/CSS

## **EDUCATION**

### **Bachelor of Fine Arts in Visual Communication**

American InterContinental University

- Concentration: Digital Design

2004

Schaumburg, IL

### **Associates of Science in Commercial Art**

Endicott College

- Concentration: Commercial Art/Graphic Design

1989

Beverly, MA