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## Graphic Designer

### skills

- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat Pro), AutoCAD 2004, ProEngineer | Wildfire, MS Office, XHTML, HTML, CSS, cartooning
- Illustrate complex concepts as graphic design communication and/or simple cartoons
- Previous professional experience: technical communication, request for quotes, worked with vendors, internal departments, taking projects from concept through production
- Extremely organized, responsible, meticulous and upbeat

### experience

- Office Administrator** - OfficeTeam 2015 - Present  
Office temporary assignments often completed ahead of schedule.
- Freelance Graphic Designer** - www.All for the Lord.com 2008 - Present
- Developed my understanding of design theory, visual communication, typography, logo design, prepress color separation, and file preparation for print.
  - Web: conceptualized, created and executed website designs including thumbnails, wire framing, coding and publishing to web using HTML/XHTML/CSS, Dreamweaver, Photoshop.
  - Print: designed brochures including copy, custom photography, t-shirt vector illustrations, newsletters, graphic postcards and ads using Photoshop, Illustrator and InDesign.
- Copy & Print Center Associate** - Staples 2012 - 2014  
Produced professional quality rapid turnaround printed collateral such as banners, large color prints, brochures, flyers, laminated foam boards on a team responsible for 12% yearly growth. Exceptional customer support. Employee of the Month - Feb. 2013. Regional VP recognition.
- Fund-raising Coordinator** - Ghana School Project 2008  
Coordinated mailing campaigns to raise awareness and funds to build an elementary school in Fiagbedu, Ghana. Designed, implemented web site. Raised over \$10K in one calendar year.
- Mechanical Design Contracts** - InDepth Design Consultancy, Medica 2006 - 2007  
Designed and documented semi-conductor equipment at InDepth, medical machines at Medica.
- Mechanical Engineer II** - Raytheon 1999 - 2006  
Designed, modeled, documented and supported manufacture of radar products with ProEngineer and AutoCAD. Managed interdisciplinary projects. Supervised designers / drafters. Requested quotes. Coordinated documentation control. Supervised construction and testing.
- ### education
- Mount Wachusett Community College, Gardner, MA** 2011  
Highest Honors (3.84 GPA), Associate of Science in Computer Graphic Design - Print  
Awards: 2011 Curriculum Award for Computer Graphic Design - Print, President's List, Dean's List, 2011 MWCC Spring Exhibit Honorable Mention - DVD Cover
- Tufts University, College of Engineering, Medford, MA** 1995  
Magna Cum Laude (3.40 GPA), Bachelor of Science in Mechanical Engineering