

My goal as a graphic designer is to create and enhance brand awareness by visually communicating what makes the client's product or service unique in a manner that engages the emotions of the viewer.

SKILLS

Graphic Designer

- Designed four-color offset printed brochures, presentations, invitations, and other marketing collateral.
- Designed logos which were used for business suites, marketing materials, and signage.
- Responsible for the print bidding process, produced press-ready electronic files, and made press checks.
- Created client presentations, proposals, and business graphics for overhead slides and wall charts.

Production

- Produced marketing and client services documents, quarterly reports, client proposals, and marketing materials, utilizing MS Office Suite, in-house photocopying equipment, and the Fiery color system.

Management

- Managed the production department of a management consulting firm. Responsible for the production and quality control of graphic-intensive client presentations, proposals, and other documents.
- Coordinated workflow between production, editorial, and consultant staff to ensure meeting tight deadlines.
- Hired and supervised temporary and permanent production personnel.

Training

- Developed a training module on Quark XPress for a desktop publishing curriculum.
- Wrote and designed a guide to PowerPoint and document production's presentation template.

WORK HISTORY

2001 – current	<i>Johann Graphics, Oakland, CA</i> Owner
1997 – 2001	<i>SSR Realty Advisors, San Francisco, CA</i> Graphic Designer Senior Production Coordinator
1990 – 1996	<i>Gemini Management Consultants, San Francisco, CA</i> Production Specialist Production Supervisor

SOFTWARE KNOWLEDGE

Creative Suite 3, Dreamweaver, PowerPoint, and Microsoft Word
Adobe Certified Expert (ACE) in Photoshop CS3

EDUCATION

UC Berkeley	BA, English
UC Berkeley Extension	Certificate (with distinction) in Graphic and Interactive Design
Berkeley City College	Coursework in Dreamweaver, HTML, Flash, and Digital Photography