

# Sue Smith

1111 East White Street ♦ Phoenix, AZ 85001 ♦ (555) 555-5555 ♦ client@awriteresume.com

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## GRAPHIC DESIGN PROFESSIONAL

### Profile

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Offering experience in all areas of graphic design and desktop publishing, from idea development and design, through four color process mechanicals, copywriting, copy fitting, camera work and finished production. Special skills include photo restoration, slide presentations and digital photography editing.

### Computer Skills

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Design Programs (PC and MAC):	PageMaker, Quark, Photoshop, Illustrator, PowerPoint and CorelDraw
Web Design Applications:	Dreamweaver, Flash, FrontPage, HTML and JavaScript
General Programs:	Word and Excel

### Graphic Design Expertise

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- ♦ Create high profile, market specific business development initiatives designed to increase marketshare and product recognition of client companies.
- ♦ Familiar with medical, engineering, textile, and mechanical products industries.
- ♦ Develop projects from initial conception to final output, including design, writing, editing and proofreading.
- ♦ Design advertisements for print media, newsletters for internal and external customers, product specific catalogs, company brochures, promotional flyers and PowerPoint presentations for a variety of business entities.
- ♦ Determine design of pieces based upon input of client and theme of project.
- ♦ Provide graphic design, typesetting and manipulation of one, two and four-color match print of projects.
- ♦ Coordinate printing process with outside contractors, providing project specifications, obtaining bids, determining deadlines and delivery options.
- ♦ Possess knowledge of four-color process, trap/hairline registration, separations and bleeds to ensure costly mistakes were avoided and production costs were reduced

### Employment History

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GRAPHIC COMMUNICATIONS - Phoenix, AZ 1997-Present  
**Graphic Designer**

GRAPHICS COMPANY - Phoenix, AZ 2002-Present  
**Freelance Graphic Designer**

PHOENIX ENGINEERS - Phoenix, AZ 2001-2002  
**Graphic Designer**

AMERICAN COMPANY, INC. - Phoenix, AZ 1997-2001  
**Graphic Designer**

AMERICAN MEDICAL CENTER - Phoenix, AZ 1987-1997  
**Graphic Designer**

### Education

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UNIVERSITY OF ADVANCING COMPUTER TECHNOLOGY - Phoenix, AZ  
**Internet and Multimedia Certification, 2002**

PHOENIX COLLEGE - Phoenix, AZ  
**Associate of Arts in Visual Communications & Design, 1987**