

SUE SMITH

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PROFILE

- ◆ 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.

EXPERIENCE

- ◆ 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.

EDUCATION

Internet and Multimedia Certificate, University of Advancing Computer Technology
Phoenix, Arizona 2002

Associate of Arts in Visual Communications & Liberal Arts, Phoenix College
Phoenix, Arizona 1987

COMPUTER SKILLS

- ◆ Design Programs for PC and MAC systems: PageMaker, Quark, Photoshop, Illustrator, PowerPoint and CorelDraw
- ◆ Web Design Applications: Dreamweaver, Flash, Front Page, HTML and JavaScript
- ◆ General Programs: Word and Excel

EXPERIENCE

Freelance Graphic Designer, Graphic Communications
Phoenix, Arizona 1997 - Present

Graphic Designer, Graphics Company
Phoenix, Arizona 2002 - Present

Graphic Designer, Phoenix Engineers
Phoenix, Arizona 2001 - 2002

Graphic Designer, American Company, Inc.
Phoenix, Arizona 1997 – 2001

Graphic Designer, American Medical Center
Phoenix, Arizona 1987 – 1997

REFERENCES

Available Upon Request