

## Objective

I desire to use my creative, computer, and organizational skills to implement effective print and web communications, along with top-notch project management for my employer. My experience in graphic and web design, computer applications, writing, editing, and organizational management provides a well rounded skill-set to meet these goals for my employer.

## Qualifications

- Bachelor of Science degree in Organizational Management. Graduated summa cum laude.
- Technical background and high-level computer literacy that enables me to work in a technical environment.
- Computer graphics, writing, and editing to design or enhance marketing materials.
- CMS, HTML/CSS coding, web design and content development experience.

## Experience

### **ScriptArt, LLC /Jan Fallon - Lakewood, Colorado 1/02 - Present - Freelance**

#### Web and Print Designer, Project Manager

Through ScriptArt, I offer graphic and web support for design, writing and editing, and project management to entrepreneurs and non-profits seeking a variety of communications. Projects range from logo design and branding, to layout of print materials, website development, primarily in WordPress, admin and content updates using HTML and CSS, and image editing. I provide writing and editing via articles, interviews, or blog posts, and a full range of online communications such as email campaigns and social media.

### **Pearson Education - Denver, Colorado 3/07 - 12/15 - On Contract - Various Projects**

#### Web Content Developer

As a Pearson Education/eCollege contract employee, I provide web-based content updates to migrate University-level curriculum for Pearson online learning platforms, such as Learning Studio and Moodle. Using HTML, CSS, online applications, scripts, and other web applications, I develop course content following process and layout guidelines, including reporting for bugs, QA, and revisions for project completion.

### **Digabit, Inc - Lakewood, Colorado 3/10 - 8/14**

#### Web Publishing Manager/Graphic Designer

As Web Publishing Manager, my duties included management of technical publishing projects for the company application, Documoto. Lead client contact for project onset, content evaluation, and process review. Manager of assignments to and oversight of department publishers, onsite and contract, including project management to meet deadlines and set standards for internal and client review. Created best practices to expedite process and delivery. I provided writing, editing and graphic support for company marketing materials, including banners, logos, brochures, and various print media for premiums, trade shows, and marketing.

### **Hunter Douglas - Broomfield, CO 8/03 - 9/05**

#### Graphic Coordinator and Designer

As Graphic Coordinator for the Customer Education and Development Group, I managed communication for five training program managers supporting eight training programs. I worked company-wide with product brand managers and was responsible for the design and production of collateral including curriculum materials, newsletters, brochures, logos, and gift catalogs, as well as proofed all content on the department website.

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I also wrote, edited and proofed content for all materials, including interviews of featured customers. I managed all work from vendors, and initiated and tracked RFQs, PRs and POs.

**Wagner Equipment Co. - Aurora, CO    3/97 - 8/97**

Assistant Editor – Market Development

Assistant editor of two in-house publications generated for company employees. Responsibilities included graphic design, writing and editing of articles, photography and miscellaneous artwork.

**Additional Experience**

**Ford Motor Company - Dearborn, Michigan**

Technical Illustrator/Detailer – Truck Operations

CAD/CAM (Prime) detailer and automotive illustrator for the company's Heavy Truck Operations providing blueprint drawings for automotive components, and perspective illustrations from blueprints for installation diagrams.

**AM General Corporation - Detroit, Michigan**

Technical Illustrator/Detailer

Provided graphic illustrations and details for vehicle production working with engineers, designers, and job leaders. Used photographs, blueprints, and actual parts for reference information. Performed as technical illustrator on the HUMMER job team. Created development HUMMER logo for unveiling to AMGen staff and military personnel.

**Education and Skills**

Colorado Christian University - Lakewood, Colorado

- Bachelor of Science - Organizational Management
- Graduated Summa cum laude - Distinguished Achievement Award Recipient

Batavia School of Automotive Drafting - Warren, Michigan

- Certificate in Descriptive Geometry for Automotive Drafting

Computer Knowledge

- Adobe Creative Suite - CS6 (Illustrator, InDesign, Photoshop, Dreamweaver, Captivate, and Acrobat Pro)
- HTML, CSS, FTP, WordPress
- Email Marketing Platforms (MailChimp, Vertical Response, Constant Contact, SubscriberMail)
- Microsoft Word, Excel, PowerPoint
- A variety of web-based UI applications
- MAC and PC

**References available on request**