



■ summary

Nearly 20 years of corporate design experience, with extensive knowledge of brand design and electronic publishing. Background includes print and interactive design, corporate branding, project and team management, and the development of promotional and tutorial videos designed to increase user adoption of portals. Professional strengths include solid sense of design, strong commitment to producing quality work, meeting and exceeding client/agency expectations, ability to work independently and on a team, resourceful, reliable, and well organized.

■ experience

Contract Designer — June 2012 to Present — *Direct Capital Corp., Portsmouth, NH*

Work with the Marketing Department to design and develop traditional, online, and social marketing programs including online quizzes, landing pages, web ads, direct mail campaigns, flyers, and trade show booths. Also responsible for editing and creating informational and testimonial videos for online viewing as well as internal corporate videos.

Senior Designer — 2004 to April 2012 — *Allin Consulting, Wakefield, MA*

Developed a wide variety of design projects for clients, ranging from websites, direct marketing, print collateral, corporate branding, and tutorial videos. Responsibilities included:

- Providing clients with project solutions that are elegant, intuitive, and clearly communicated.
- Ensuring that design, usability, and content meet clients' needs.
- Understanding the importance of intuitive usability for interactive projects.
- Managing large and multiple projects from conception to release while meeting time and budget goals.
- Ensuring that direct mail campaigns meet U.S. Postal Service requirements and ship without incurring additional charges.
- Collaborating on teams to conceive, write, and create promotional tutorial videos for client portals.

Designer — 2001 to 2004 — *Bedrock, Inc., Wakefield, MA*

Worked with art directors to design a wide range of projects including corporate identity packages, direct mail campaigns, data sheets, advertisements, brochures, newsletters, posters, and trade show banners. Responsibilities included:

- Managing large and multiple projects from conception to release.
- Overseeing project quality assurance and integrity.

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- Producing clean, neat dummies and comps for client presentations.
- Providing usable files for use in print, Web, and trade booth formats.
- Ensuring that direct mail campaigns met U.S. Postal Service regulations.

Department Manager/Graphic Finisher — 1996 to 2001 —

Casey & Company, Portsmouth, NH

Responsible for managing and overseeing day-to-day operations of Finishing Department, which included:

- Ensuring that all print files met print vendor preflight requirements.
- Coordinating with other department managers to ensure the smooth transition of projects from one department to another.
- Overseeing personnel matters for Graphic Finishing team, such as performance reviews, promotion recommendations, vacations, staffing up, employee benefits, and disciplinary actions.

Freelance Graphic Finisher/Designer — 1993 to 1996

Collaborated with designers on projects from conception to release. Responsible for quality control, project integrity, and file release to vendors.

■ software skills

- InDesign
- QuarkXPress
- Illustrator
- Microsoft Office
- Photoshop
- After Effects

■ education

Bachelor of Arts in Commercial Art — 1992 — *Notre Dame College, Manchester, NH*

Honors: Selected for membership in Alpha Chi honor society.

Associate of Applied Science in Commercial Design and Illustration — 1990 —

New Hampshire Technical College, Manchester, NH

■ references

Available upon request.
