

## **EMPLOYMENT EXPERIENCE:**

*Senior Graphic Designer* **RR DONNELLEY - ACE HARDWARE CORPORATION FM**, Oak Brook, Illinois Jan. 2005 - Present

Responsible for a variety of design, production and web projects on a daily basis, including, but not limited to circulars, POS signage, direct mail pieces, coupons, logos, product catalogs/guides, newsletters, forms, media presentation templates, sell sheets, circulars, gift cards, web banners and emails. Provide back-up support for most areas of the FM site including packaging, prepress and art director.

### **Key Accomplishments:**

- Promoted from Graphic Specialist to Senior Graphic Designer.
- Valued resource for all team members, including team leads and site manager, on most any product or service offered to Ace, due to my extensive knowledge in prepress workflows and technologies and problem-solving skills.
- Able to recognize personnel capabilities to maximize productivity while choosing the proper team members to take over major production. Also used strong leadership and communications skills to effectively cross-train these team members.
- Have built positive professional relationships with Ace employees and their vendors during the 16+ years spent in this environment by exemplifying outstanding ethical business practices.
- Have always managed and implemented change and used it favorably to ensure continuous improvements in the company as well as in myself, illustrated by each department re-organization experience while still an Ace employee, all the way to becoming an RR Donnelley employee, and championing all new workflows, policies, technologies and procedures.

*Senior Graphic Designer/Project Leader* **ACE HARDWARE CORPORATION**, Oak Brook, Illinois Mar. 1994 – Jan. 2005

Proficiently managed and delegated specialty projects outside the everyday department workflow. Closely cross-trained with the Traffic Coordinator. Thoroughly developed an understanding of the duties of other areas of the department, improving procedures in the day-to-day workflow. Favorably developed concepts for design projects, including logos, convention packets, invitations, brochures, direct mail pieces, merchandising materials, billboards, circulars, POS signage, magazine ads, trade ads, ROP ads, credit cards, calendars, newsletters, forms, imprints, media presentations, CD covers and labels.

### **Key Accomplishments:**

- Promoted four times from part-time Illustrator, to On-call Support, to Desktop Publishing Specialist, to Graphic Designer, to Sr. Graphic Designer.
- Effectively supervised, managed and delegated projects, giving creative direction, coaching, training, critiquing of creative designs and concepts.
- Capably acted as team leader when creative manager was out.
- Assisted on writing annual performance reviews of all Advertising creative team members.
- Successfully oversaw the entire circular program beginning with assisting in planning page placement for all product in each circular, to directing and proofing all pages at each stage of design and production.
- Efficiently developed streamlined procedures for the circular program, and enforced and instilled them in the creative team.
- Designed the Career section and assisted in the production of the Answers@Ace section of acehardware.com.
- Smoothly directed photo shoots for various projects.
- Expertly and accurately archived back-up files and organized electronic photo database for the Advertising creative team to increase productivity and efficiencies.

### **SKILLS:**

Macintosh - Quark Xpress, Illustrator, Photoshop, InDesign, Acrobat, Pitstop Pro, Dreamweaver, HTML, Power Point, Word, Excel, Bar Code Pro, FlightCheck, Connect 3/Velocity, Filemaker Pro, MediaBank, TimeData.

### **EDUCATION:**

- Lewis University, Romeoville, Illinois - Bachelor of Arts/Fine Art - Graphic Design
- College of DuPage courses in Advanced Creative Design and Web Design
- Ace University text book courses on New Supervisor, Project Management and Time Management
- Seminars and In-House Training on Mac Maintenance and Troubleshooting, Quark Xpress, Adobe Creative Suite, Adobe Acrobat, SkillPath Creativity Camp, Project Management and Prepress

### **SPECIAL PROJECTS:**

- Designed logo, business card, letterhead and brochure for Radina Glass Studio
- Designed logo for Reflexology Association of Iowa
- Designed and produced family board game and its website and marketing pieces
- Designed logo, business card, brochure and POS banner for The Original You cancer treatment salon services.