



Skills

Adobe CS3, Graphic Design, Digital Imaging, Photo Retouching, Photography, Desktop Publishing, Print Design, Communications, Marketing, Event Planning, Membership and Association Coordination, Microsoft Office, Administrative skills and more. Familiar with MACs and PCs.

Education and Training

University of Massachusetts Lowell, MA. 2007-2009

Graphic Design and Digital Imaging Certificate. Additional Continuing Education: Typography II.

Massachusetts College of Art Boston, MA. 2009

Print Production.

Rhode Island School of Design Providence, RI. 2008

Additional Continuing Education: Illustrator, Photoshop I, Photoshop II: Navigating the Digital Darkroom, Digital Photography and Professional Practices for Visual Arts.

Bunker Hill Community College Boston, MA.

A.S. Electronic Technology Computer Major, Honors graduate.

Experience

Graphic Design and Production Consultant

Dynamic Business Support, North Reading, MA. 2007 - Present

Creative and business services providing design, production and consulting for Designs of the Interior (DOTI), Janek Construction, Pape Communications, Bates Design and Chaucer Accessories. Contractor for Google through Workforce Logic agency.

Communications Coordinator

Massachusetts Association of Private Career Schools (MAPCS). 2000 – 2007

Designed, produced and distributed annual school directory, newsletters, event flyers, brochures, forms, and e-mail announcements. Prepared photos and graphics for marketing materials and web site. Maintained several databases and contact lists for mail and e-mail. Designed layout of association's web site which helped provide an online presence, an invaluable tool for those seeking information on career fields, schools and training. Maintained the website, paper records and electronic files.

Managed the MAPCS office for the Board of Directors providing all aspects of executive administration, coordination, event planning and handled all written and verbal communications. Coordinated marketing, customer care, administrative and technical duties of the association.

Customer Service Representative

Eastern Bank, Reading, MA. 2000

Serviced client's banking business transactions, determining customer needs, opening savings, checking, balance protection and debit accounts, selling travelers and treasury checks, redeeming bonds and making payments.

Customer Service Representative and Human Resources Assistant

XyEnterprise in Reading, MA. September 1999 - 2000

Responsible for duties in Human Resources and Customer Support splitting time between both departments. Edited HR policies, procedures, created company forms, memos, correspondence, employee evaluation forms and maintained the company phone records and files. In Customer Support I entered customer information and work orders into database. Set up accounts and provided for customer access to the company website for product updates.

Worked for Lotus Development Corporation in Cambridge, MA 1987–1991 and worked productively in each position.

Positions held: Senior QA Lab Project Coordinator, QA Lab Project Coordinator, QA Lab Project Technician I and II, Quality Assurance

