

PROFILE

Talented graduate of The Art Institute of Houston with experience creating high quality web and graphic designs. Excellent communication and organizational skills combined with a strong work ethic and attention to detail. Flexible knowledge of PC and Macintosh computers, capable of hardware and software installation and support.

EXPERIENCE

CB Richard Ellis

August 2006 to January 2009 • Houston, Texas

Web Services Coordinator and Web Editor Texas Region • Provided creative solutions and technical support to a team of web publishers. Coordinated the recruitment and training of new employees in the Houston region. Hosted interactive training sessions focused on the content management system, email campaign system, and graphic design software. Responsibilities included reviewing and approving all web content and email campaigns and assisting with HTML code and Flash animations as needed. Created and published content on the cbre.com Houston area websites. Compiled detailed monthly web statistic reports using web analytics tools for presentations to clients. Designed and maintained the internal portal website for employee news, resources, and business critical documents.

Graphic Designer • Created eye-catching marketing collateral such as brochures, flyers, illustrations, post cards, web sites, and unique multimedia presentations. Designed quality printed collateral for high profile properties while working to achieve cost effective results within strict project deadlines. Produced internal newsletters for the Houston area employees featuring office events, charitable events, top producers, and significant transactions.

National Oilwell Varco

October 2005 to August 2006 • Houston, Texas

Publications Specialist • Published final documentation packages for a variety of oilfield servicing equipment, consisting of operations and service manuals, safety documentation and manufacturing records. Project preparation and coordination included the design of cover pages and splash screens, creating new illustrations from AutoCAD files, technical writing, editing, and proofreading, and large volume print production. Created interactive digital versions of the documents in PDF format for distribution to clients. Created Adopt A Beach poster for yearly event.

Halliburton Energy Services

May 2003 to September 2003 • Houston, Texas

Multimedia Specialist Internship • Created custom technical illustrations in Macromedia Freehand and Adobe Illustrator. Designed interactive training materials and updated websites created in Macromedia Flash and Dreamweaver. Posted company press releases and information as needed to maintain the website.

EDUCATION

The Art Institute Of Houston

Associate of Applied Science Degree in Multimedia & Graphic Design • September 2003

Graphic Design Workshop • June 2000

National Association of Photoshop Professionals

Photoshop CS3 Creativity Tour ft. Burt Monroy • February 2008

Internet Revealed, Inc

Web Mastering Course • May 1997

ADDITIONAL EXPERIENCE

Pauluhn Electric Manufacturing, Inc.

September 2005 to Present • Houston, Texas

Graphic Designer • Produce Pauluhn catalog for industrial lighting products each year using Adobe InDesign. Retouch product photos and format technical specifications. Additional projects include website maintenance.

Kagan Realty Investors

December 2008 to Present • Houston, Texas

Web and Graphic Designer • Created www.kaganrealty.com. Designed printed property marketing materials.

Bush Cares Project

November 2008 to Present • Houston, Texas

Web and Graphic Designer • Webmaster and Designer for www.bushcaresproject.org, a non-profit organization.

International Decor Gallery

February 2006 to December 2008 • Houston, Texas

Web and Graphic Designer • Webmaster and Graphic Designer for www.internationaldecorgallery.com. Designed printed materials such as brochures, post cards, posters, and invitations. Photo re-touching and web galleries.

VIP Moving Service

January 2007 to May 2007 • Houston, Texas

Web Designer • Responsible for the concept and development of www.vipmoving-service.com. Coded custom forms for complex customer input in order to provide accurate quotes. Responsible for all copy and writing.

TGS Nopec

June 2005 to September 2005 • Houston, Texas

Multimedia Artist • Responsible for email marketing campaigns distributed to clients and employees. Created templates for email campaigns using HTML. Designed custom reports based on the gathered results of each campaign using Microsoft Word and Excel. Maintained company email inbox and client unsubscribe lists. Managed large PowerPoint presentations, set up audio/visual equipment and provided technical assistance.

American Bureau Of Shipping

September 2004 to November 2004 • Houston, Texas

Contract Document Specialist • Responsible for the organization and security of sensitive company data. Created original PDF files and maintained library. Restored corrupt files using Adobe Acrobat and Adobe Distiller.

Century Development

December 2003 to February 2004 • Houston, Texas

Marketing Assistant and Webmaster • Designed and managed all website content using Macromedia Dreamweaver and HTML. Submitted web site address to search engines for increased exposure and traffic to the site.

Long Island Potato Vodka

May 2002 to September 2003 • Houston, Texas

Graphic Designer and Webmaster • Designed company website, created custom graphics for investor presentation and slide show. Developed the company brand identity and designed the unique bottle label.

Adventure Computers

April 2001 to January 2002 • Houston, Texas

Webmaster • Maintained company website and designed graphics as needed. Installed new hardware and software onto customer's computers, Assisted with general repair and maintenance.