



EXPERIENCE

DESIGN LOTUS (04/06 - Present) Odenton, Maryland

Graphic Designer

Overview: Freelance graphic designer providing print and web design services from concept through completion.

MCLEAN BIBLE CHURCH (01/03 – 04/06) Vienna, Virginia

Creative Developer

Overview: Created graphic design for direct mail advertising, as well as internal collateral projects comprised of PowerPoint presentations, brochures, web sites and conference graphics for screen and print. Responsible for concept, design and production of all projects.

Major accomplishment included conception, design and administration of the 2005 After Eve Conference. Responsibilities encompassed entire conference design and promotion. Full-page ad published in *RELEVANT* magazine. Attended by over 1000 young women from across the nation.

PEARSON GOVERNMENT SOLUTIONS (10/99 – 01/03) Arlington, Virginia

Graphic Designer/Desktop Publisher

Overview: Designed and produced visual media including book covers, name badges and PowerPoint presentations for conferences and training events. Implemented layout, template, and style standards for training documents using Adobe PageMaker. Pre-press proofed and checked pre-flight media for mass production.

Event/Training Coordinator

Overview: Negotiated hundreds of contracts with hotels, vendors and service providers. Processed conference registration for several thousand participants. Maintained workshop evaluations database in Access.

Major projects included coordination of three annual training events, for the Department of Education. Managed the logistics for 65 national venues, recruited training consultants and handled trainer contracts and travel arrangements.

Software Developer

Overview: Created and developed custom Computer-Based Training (CBT) and Web-Based Training (WBT) applications for commercial clients using Macromedia Authorware.

DIGITAL DIVISION (Winter 2000) Alexandria, Virginia

Web Development Intern

Overview: Redesigned websites based on received print designs. Redesigned a bilingual Pan-American site and migrated the content from the original design to the new one. Performed quality assurance testing and error reporting on multiple platforms and browser applications.

SKILLS

Graphic Design: Adobe Photoshop CS3, Adobe Illustrator CS3, Fireworks 8

Desktop Publishing: Adobe InDesign CS3, Microsoft Publisher

Web Design: HTML, CSS, Adobe Dreamweaver CS3

Microsoft Office: Outlook, PowerPoint, Word, Excel, Front Page

Operating Systems: Mac and PC platforms

EDUCATION

University of Maryland College Park, Maryland, 1995-1996

Albion College Albion, Michigan (Dean's List), 1994-1995

