

OVERVIEW:

Works well under high pressure and rigid deadlines. Able to successfully plan, assist, and present a complete and exciting presentation. Ability to communicate effectively with professionals at all levels within an organization.

EXPERIENCE:

9-2011 to Present; **Independent Contractor – Graphic Specialist/Deputy Program Manager**; ProTech Global Solutions, Fort Belvoir, VA

- Leads a team of 8 to assist staff members and resolve IT related issues at the Army Management Staff College (AMSC).
- Works closely with the program manager and our team members to ensure deadlines are met for all tasks.
- Schedules and assigns team members to various projects.
- Communicates daily with AMSC staff to ensure they are satisfied and tasks are complete.
- Reviews, updates, and creates status reports and documentation for plans and procedures.
- Informs all interested parties of progress and any issues which may arise.
- Multi-tasks, prioritizes and meets tight deadlines.
- Creates graphics, logos, and presentations for AMSC.
- Creates banners and posters for interior or exterior display.
- Updates and modifies AMSC web site, graphics, and animations.

7-2011 to 9-2011; **Independent Contractor – Graphic Specialist/dL Courseware Developer**; ProTech Global Solutions, Fort Belvoir, VA

- Worked with development team to design and develop courseware for the Army Management Staff College from concept to delivery.
- Created high-end static and interactive graphics.
- Performed courseware narration.
- Supported courseware materials using AMSC styles, standards, and development tools.
- Ensured that all information is consistent, easy to understand, and well organized.
- Proofread and edited own work and work of others to improve quality, readability, consistency, and effectiveness of courseware.

4-2008 to 9-2011; **Independent Contractor – Graphic Visualizer**; CSC, Falls Church, VA

- Created visually appealing graphics, logos, cover designs, and presentations for multiple government and commercial proposals simultaneously.
- Generated rough art concepts for production, with an emphasis on adding informational and creative value with speed and accuracy.
- Managed, delegated, logged, and proofed graphics through the creative cycle.
- Worked closely with leadership teams and directly with the client following basic creative direction and creative briefs from concept to delivery.
- Utilized templates and ensured that all materials adhere to established branding guidelines.
- Met strict deadlines.
- Worked well independently and in a proposal team environment.

6-2005 to 5-2010; **Graphic Designer/Web Design Manager**; University of Mary Washington, Fredericksburg, VA

- Designed and produced logos, brochures, posters, and other publications for print and web.
- Served as a resource for University department web managers to keep department pages in line with University standards.
- Worked with the Director of News and Public Information and the Webmaster to develop, design, program, and implement strategies for specific web communications assignments.
- Served as the primary designer for the UMW web site, including special pages and sites.
- Assisted users on both the Fredericksburg and Stafford campuses with Contribute support and training.
- Supported the Webmaster in related web application development in other areas of the University.

11-2000 to 5-2005; **Graphic/Web Designer**; Dimensions International, Inc., Alexandria, VA

- Sole Graphic Designer for Dimensions International and its two wholly owned subsidiary companies.
- Created graphics for print which include brochures, proposals, flyers, postcards, and advertisements for magazines. Created graphics for printed and multimedia presentations.
- Designed, developed, and maintained corporate web site and intranet.
- Designed, edited, and published a bi-monthly corporate electronic newsletter.
- Coordinated print bid solicitation, print buying, and vendor relationships.
- Worked closely with high ranking retired military officials and top executives to execute projects related to my position.
- Delegated and supervised two administrative assistants.
- Trained and assisted with software related issues.
- Provided basic on-site technical support for 100+ users and technical phone support for remote offices.

12-1996 to 11-2000; **Senior Graphic Designer**; American Immigration Lawyers Association, Washington, DC

- Designed and produced a monthly association magazine, marketing pieces for publication, book covers, annual membership directory, and a variety of American Immigration Law Foundation marketing and information pieces.
- Coordinated print bid solicitation, print buying, and vendor relationships.
- Participated in Conference and Publication team meetings and assisted in the development of marketing campaigns.

11-1993 to 12-1996; **Graphics Specialist**; James Martin & Co. (Headstrong), Fairfax, VA

- Created high quality graphics for presentations, proposals, brochures, and newsletters using appropriate software applications on the Mac and PC.
- Prioritized work, coordinated, and communicated with others to reach deadlines and goals.
- Trained and assisted others to learn techniques and software applications.

EDUCATION

James Madison High School, 1988, H.S. Diploma

Virginia Polytechnic Institute and State University, Blacksburg, VA; B.A., Art, Concentration in Graphic Design, May 1992.

COMPUTER SOFTWARE SKILLS

Adobe Master Collection CS5: InDesign, Photoshop, Illustrator, Dreamweaver, Flash, Contribute

Adobe PageMaker

Microsoft Office 2007: PowerPoint, Word

Adobe eLearning Suite 2: Adobe Captivate 5, Adobe Flash CS5, Adobe Soundbooth CS5