

□ CORE SKILLS

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- Collateral and editorial design —
 - utilizing style sheets, master pages, and templates
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- Information design — charts, graphs, and diagrams in Illustrator and PowerPoint
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- Presentation development — creating and implementing master slides and layouts
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- Vector illustration and photo retouching
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- Identity design — logos, color/font selection, stationery, business cards, and style guides
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- Strong typography skills and excellent eye for detail
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□ TECHNICAL SKILLS

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- Proficient in the latest versions of
 - Adobe InDesign, Illustrator, Photoshop, Acrobat, Flash, and Dreamweaver;
 - MS PowerPoint, Word, and Excel;
 - Apple Keynote, Pages, and Numbers
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- Experience working Adobe After Effects and Fireworks, and with HTML, CSS, JavaScript, and Perl
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- Comfortable with both Macintosh and Windows operating systems
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- Strong computer skills and ability to master new software quickly

□ RELEVANT EXPERIENCE**Hobart Forte**

- Headed the creative end of projects from startup and creative brief to production. Designed brochures, booklets, ads, posters, direct mail and electronic letters, product monographs, sell sheets, housing units and other materials for clients. Participated in branding exercises
- Managed freelancers and junior and senior designers — acting as mentor and delegating projects — and headed the PowerPoint team
- Developed PowerPoint templates for Hobart Forte and its clients. Designed new business pitch presentations and materials under tight deadlines
- Compiled a library of staff bios and photos, stock illustrations and photography, icons, fonts, as well as a large PowerPoint graphics library — containing custom-designed graphics. The library has made finding design elements easier, improving efficiency and quality
- Stayed on top of the latest software tools and provided tips and tricks to coworkers aiming to constantly help improve the efficiency of the creative team
- Other responsibilities included acting as staff photographer and retouching photos, designing binder covers and signs, creating mockups, and binding books

Freelance

- Produced brochures, presentations, menus, and stationery for small businesses and individuals. Created original graphics in Illustrator and Photoshop. Proofread and edited copy, prepared files for press, and oversaw production
- Designed printed pieces for the World Microfinance Forum Geneva. Proved the ability to work efficiently, producing a 60-page compendium of finance papers in three days. Was responsible for design, creation of graphics, proofreading, and working with the print vendor. The books arrived in Beijing, China within a week of the start of the project
- Prepared and produced material for The Wine Forum, an exclusive international not-for-profit philanthropic organization for wine enthusiasts. Designed program books, banners, e-vites, plaques, and PowerPoint presentations for multiple events around the world

□ AWARDS & RECOGNITION

- Hobart Forte 2011 Employee of the Year
- Gold Award: Printing Industries of Ohio and Northern Kentucky 2011 Print Excellence Awards in the category of digital printing for the program for The Wine Forum's 2011 Bordeaux Excursion

□ EDUCATION

Certificate in Graphic Design, 2011, New York University School of Continuing and Professional Studies

M.A., New York University, 1995, Music Theory and Composition

B.A., Brandeis University, 1993, Music

□ EMPLOYMENT HISTORY

2010–present ■ Art Director ■ Hobart Forte

2005–present ■ Graphic Designer ■ Freelance

2000–2007 ■ Music Typesetter ■ Milken Archive of American Jewish Music

1998–present ■ Music Typesetter ■ Freelance