

PROFESSIONAL QUALIFICATIONS

EXPERIENCE:

- 15+ years Graphic Design
- 10+ Years CADD Drafting
- 12+ Years Website Design

EDUCATION:

- Associate of Science: IT/Web Design.
Kaplan Online University. 2012. GPA 3.68.
- Plus 5 years of accumulated college studies.

ACCOMPLISHMENTS

DESIGNER

- **Conceptualize, design and create** layouts integrating typographic, photographic, illustrative and other elements for book jackets, illustrations, brochures, catalogs, websites, papers and reports.
- **Create or acquire** images for creative projects.
- **Create** designs that visually attract and engage and are easily read and understood.
- **Critical thinking** with an **attention to detail**, and **sense of conceptual development**.
- **Prioritize** day-to-day operations while multi-tasking to move multiple projects to completion.
- **Apply** feedback from team, supervisor or client to project designs.
- **Collaborate** with team and/or client to analyze, organize, plan and execute project to completion.
- **Communicate**, verbally and in writing, using visual aids when needed.
- **Software:**
 - **Graphic Design:**
 - Adobe Photoshop; InDesign; Corel Painter; Corel Paintshop Pro; GIMP; MS Publisher and Powerpoint
 - **Manual and Computer Aided Drafting:**
 - Autocad - Architecture, Civil Engineering; Microstation; Pacific Bell/SBC Proprietary CAD based on CADD 14; CADD
 - **Office:**
 - Microsoft: Word, Excel, Powerpoint, and Publisher; Adobe Acrobat DC; LibreOffice: Document and spreadsheet
 - **Web Design:**
 - W3CSS Standards:
 - CSS; HTML; XML; SQL; JQuery; JavaScript; PHP; Bootstrap

SECRETARIAL

- **Support Senior Staff:**

- **Prioritize** day-to-day operations while multi-tasking to move multiple projects to completion.
- **Schedule** appointments and manage calendar for Senior Staff.
- **Manage** correspondence for Staff, proofreading & editing documents as needed.
- **Act as liaison** between Staff, volunteers, maintenance staff, vendors and the public.
- **Sort and distribute** mail and emails.
- **Answer multiple-line telephone system**, route or take messages correctly.
- **Schedule Events, Building Usage:**
 - **Maintain** Standard Operating Procedures and documentation as needed.
 - **Communicate** policies to building users.
 - **Assist in Project Development and Event Administration.**
 - **Research** in libraries, museums, and on-line
 - **problem-solve** proven through multiple venues.
 - **Write** technical papers, instructions and training manuals, newsletters and copy.
- **Maintain Databases.**
 - Records creation, retrieval, update, correction and maintenance.
 - Track drawings and documents to completion of process.
- **Bookkeeping:**
 - Accounts Payable/Receivable
 - Income and Expense Reports, monthly
 - Year-End Reports.
- **Manage Inventory.**

WORK EXPERIENCE

Author, Writer, Fine and Graphic Artist, Web Site Designer

July 2005 to Present Day

Marian's Studio, LLC. Anderson, Indiana –
Telecommute locally and Internationally.

- Create multi-media graphic and digital story illustrations.
- Photograph and/or paint people, pets, landscapes, flowers, wild birds and animals, architecture.
- Design Logos and create business branding, book jackets and illustrations, marketing materials, publications, promotional items, newsletters, training manuals, and operating procedures.
- Design, create and support websites.
- Research Internet, Library and Archives for projects, editorials, papers, events, operating procedures, ADA Compliance, etc.
- Plan and produce special events, including venue, catering, lodging and transportation arrangements.
- Manage office, including Accounts Payable/Receivable, correspondence, etc.

Major Client: 2005 – 2007, 2009-2014

Professor Dr. Nell Arnold, Brisbane, Australia
Office Manager, United States Communications Center,
Anderson, Indiana

- Collaborate with Professor Arnold to establish her branding.
- create publications, advertisements, newsletters, fliers, brochures, etc.
- Edit and finalize mock-ups and other printable materials.

- Design, create websites for Dr. Arnold and her associates in Australia, Asia Pacific, the UK, and the USA.
- Research and compile information as required.
- Compose letters, e-mails, proposals/requests for proposals and/or qualifications.
- Communicate State-side and globally, being aware of time zones and language barriers.
- Make venue, travel, lodging and transportation arrangements, traveling with Dr. Arnold when needed.

Professor Arnold passed away in May, 2012. I flew to Australia to settle her estate. Completed August, 2014.

The business continues to prosper as we continue to work with non-profit organizations, artists and small businesses.

Administrative Assistant – Part Time

March, 2014 – March, 2016
Kingston Avenue Baptist Church, Anderson, IN

- Design bulletins, fliers, brochures, placards, and other forms of communication.
- Assist in project development and event administration.
- Support Senior Pastor and Church Staff.
- Act as liaison between Staff, Elders, Deacons, volunteers, maintenance staff, vendors and the public.
- Manage correspondence for Staff, proofreading & editing documents as needed.
- Maintain the church databases in ChurchPro.
- Bookkeeping: Accounts payable/receivable; Income and Expense reports, Year-End Reports; Annual giving histories of all church members.
- Schedule appointments and manage calendar for Senior Pastor.
- Schedule events, building usage requests, and communicate policies to building users.
- Sort and distribute mail and emails.
- Manage inventory.

Technical Drafter

July 2007 – December 2008
Verizon – Westfield, Indiana.
18-month Contract through TEKSystems -
Indianapolis, IN

- Using Microstation, draft placement maps, schematics and other technical drawings.
- Fill out permits and other legal documents
- Prioritize workload, solve issues and challenges.
- Maintain database, time reporting and records

Engineering Administrator / Civil Drafter

1996 – 2005
Pacific Bell/SBC Telephone Company -
Sacramento, California

- Drafting: Manual maps and computerized maps, schematics, technical drawings using Pacific Bell/SBC proprietary software built on CAD 14.
- Fill out permits and other legal documents.

- Communicate effectively with engineers and Pacific Bell/SBC customers.
- Remain organized while working on multiple projects.
- Attention to details and accuracy, conceptualizing layout and design from sketches and written instructions.
- Research, investigate, prepare and generate reports.