

MARIAN BETTS

GRAPHIC DESIGNER

PROFESSIONAL QUALIFICATIONS

EXPERIENCE:

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

EDUCATION:

- Associate of Science: IT/Web Design. Kaplan Online University. 2012. GPA 3.68.
- Plus 5 years of accumulated college studies. <http://mariansstudio.us/designer.html>

ACCOMPLISHMENTS

DESIGNER:

- Conceptualize, design and create layouts integrating typographic, photographic, illustrative and other elements for book jackets, illustrations, brochures, catalogs, websites, papers and reports, creating or acquiring images for creative projects.
 - Create designs that visually attract and engage, and are easily read and understood.
 - Critical thinker with a strong attention to detail, and sense of concept 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.
 - Excellent communicator, verbally and written, using visual aids when needed.
 - Software: Adobe Creative Cloud; Corel Painter; Microsoft Office: Word, Excel, Powerpoint, and Publisher; Adobe Acrobat DC; CSS; HTML 3 and 5; C#; ASP.NET; .NET; SQL; JavaScript.
- Portfolio: www.mariansstudio.us

SECRETARIAL:

- Records creation, correction and retrieval.
- Research and problem-solving abilities proven through multiple venues.
- Track drawings and documents to completion of process.
- Maintain Standard Operating Procedures and documentation as needed.
- Write technical papers, instructions and training manuals, newsletters and copy.
- Bookkeeping: bank accounts, AR/AP, statements and reports.

PROFESSIONAL EXPERIENCE

Writer, Graphic and Web Designer

July 2005 to Present Day

MBStudio.US, 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

Telecommute Office Manager

Professor Dr. Nell Arnold, Brisbane, Australia, United States Communications Center

- 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 settled her estate in Australia. Completed August 2014.

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

- Draft placement maps, schematics, permits and other technical drawings using MicroStation.
- Prioritize workload, solve issues and challenges.
- Maintain database, time reporting and records management.

Engineering Administrator

October 1996 – May 2005

Pacific Bell/SBC Telephone Company - Sacramento, California Civil Engineering Drafter

- Draft manual and computerized maps, schematics, permits and other technical drawings using proprietary software built on OS2.
- 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.
- Communicate effectively with engineers and Pacific Bell/SBC customers.

AWARDS, COMMISSIONS AND ASSOCIATIONS

Awards

- 2018 "Dahlia on Steroids" will be on exhibit at the Haan Mansion Museum of Indiana Art, 920 E State Street, Lafayette, IN 47905, August 2018 through October 2018.
- 2017 "Dahlia on Steroids" to be exhibited in the Indiana Statehouse, Indianapolis June 2017 through May 2018
- 2016 "First Landing" Art Association of Madison County Annual Exhibit
- 2015 "Dahlia on Steroids" Art Association of Madison County Annual Exhibit
- 2015 "Dewy Cardinal" Indiana Wildlife Artists Annual Exhibit
- 2015 "In the 8" Selected by IWA to be in the Indianapolis International Airport Exhibit
- 2014 "Bathing Beauties" shipped out to Germany
- 2013 "Sunshine & Sneezes" Indiana Wildlife Artists' Annual Exhibit
- 2011 "In the 8" Indiana Wildlife Artists' Annual Exhibit
- 2011 Selected first International Artist for Out of Australia
- 2011 "New Birth" for the NCWQ Forum of 2012. National Council of Women of Queensland, Australia
- 2010 "Park Fountain "Historical West 8th Street Annual Fall Photo Competition
- 2010 "Lunas in Flight "Indiana Wildlife Artists' Annual Exhibition
- 2010 "Blue Heron Sunrise" Indiana Wildlife Artists' Annual Exhibition

Commissioned Works

- 2017 Logo Phzi Jewelry
- 2016 Logo Design Studio
- 2016 Logo Hints Development
- 2015 Logo The Handy Man
- 2015 Logo Lawn Care
- 2014 Logo 1st@11

- 2014 Logo Website Design
- 2012 Logo Adidas Challenge
- 2011 Logo Photo Restoration
- 2010 Logo Cyber Corridors
- 2009 Logo C&C Global Communications, Inc.
- 2008 Logo From the Pen
- 2008 Logo and Artwork for website for Glades - GEI, Inc.
- 2005 Logo Lady Redbird
- 2005 Logo Paw Prints

Associations

- National Society of Collegiate Scholars
- Indiana Wildlife Artists' Association; Webmaster
- Art Association of Madison County; Webmaster
- Birding in Indiana
- Indiana Nature and Wildlife Photographers
- Sacramento Photographers
- Indiana Native Plants and Wildlife Society
- Indiana Eagles
- Florida Wildlife & Nature Photography Forum