

EDUICATION

Fashion Institute of Technology
New York City, NY

September 2002—May 2007

Major: **Illustration**
Degrees Earned: **AAS and BFA**

TECHNICAL SKILLS

Experienced in both PC and Mac

- Elementool
- Zeta Email Platform
- Illustrator
- Microsoft Word
- Outlook
- Basecamp Project Path
- FileZilla FTP Client
- After Effects
- Excel
- SharePoint
- Content Management Systems
- Adobe Photoshop
- Quark [InDesign]
- PowerPoint

EXPERIENCE

December 2007—Present
Production Manager
Education Dynamics

Manage and maintain over fifty websites daily; communicate with outside vendors and clients. Utilize data and content management systems and ensure timely deadlines and website launches for clients. Managing visual design process from concept through production. Utilizing a customer-centric approach in creative design, websites/pages, banners, user interfaces, icon, and signage systems. Monitoring product standards and implementing quality control adjustments. Liaising among different departments, e.g. Editorial, Client Services, and Management. Making sure that products/programs are produced on time and are of good quality.

January 2007—August 2007
Graphic Designer
Web2Zone

Freelanced in designing logos, posters, flyers and postcards dealing with the advertisement of the store.

June 2005—August 2005
Creative Services Intern
Marvel Comics INC.

Managed and organized graphics on the internal server, updated the company character and style guides by cleaning up artwork, created collages and used the best images possible to replace older images. Used programs such as Adobe Photoshop, Quark, and Illustrator.