

EXPERIENCE

December 1990—  
Present

**Freelance Production Artist** Worked in a range of industries as a mechanical artist and business presentation specialist. Often retained for a year or more. Strong prepress knowledge. Able to project manage if needed. Experienced in producing:

- ♦ catalogs ♦ presentations ♦ mechanicals ♦ illustrations ♦ billboards
- ♦ magazine ads ♦ textbooks ♦ reports ♦ retouching ♦ packaging
- ♦ direct mail ♦ newsletters ♦ brochures ♦ graphs ♦ paste-up

Select list of clients:

**Mundocom Advertising Production and Prepress** Produced pharma mechanicals. Prepared DM, OOH, magazine, and newspaper ads. Helped train new production artists. Consulted on SOPs and checklists. Produced multimedia presentations.

**Grey Healthcare Group Pharmaceutical Advertising** Worked with ADs and AEs to produce magazine ads and direct mail. Responsible for following FDA regulations.

**Goldman Sachs Financial Reports** Created high-end color reports, charts, and graphs for print. Was in charge of producing high-end, global weekly newsletter.

**V&M Graphics Book Prepress** Managed five artists in the production of a flagship engineering text that included 2,000 equations and technical illustrations.

**Pubworks Book Prepress** Hired and supervised eight to twelve freelance artists. Managed the production of a series high-school science ancillaries.

March 2005—  
August 2008

**Euro RSCG Advertising Studio Artist** Produced comps, mechanicals, TV boards, and web build-kits. Retouched art. Was often consulted on complex jobs. Improved the production of duplex comps. Led the transition to InDesign. Consulted with IT and suggested new software solutions. Led the CRM pharmaceuticals team for the last year. Produced brochures, folding stands, personalized letters, envelopes, and self-mailers. Developed procedures to meet postal, legal, and client (GSK) regulations. Met weekly with creative, account, and traffic to develop schedules.

September 2003—  
June 2004

**New York University Department Administrator** Supervised a staff of three. Oversaw budget. Wrote the annual program report. Organized lecture series. Advised students. Restructured and renewed office technology. Managed the list server for the New York area MedRen community. Maintained website.

August—  
December 1990

**Production Typographers Macintosh Applications Specialist** Produced type and graphics. Trained typesetters. Ran linotronic service bureau shift.

February—  
November 1990

**Gannett Newspapers Freelance Artist** Produced the front pages of two free weeklies, including traditional paste-up and color breaks. Redesigned the masthead.

August 1988—  
July 1989

**Noumenon Software Technical Writer** Wrote instruction manuals, provided tech support, and assisted in the design of the user interface and help system.

EDUCATION

**New York University Master of Arts** English literature, 2001.  
**Sarah Lawrence College Bachelor of Arts** Concentration in literature, 1995.  
**The Johns Hopkins University** Studied physics, freshman and sophomore years.

QUALIFICATIONS

**Layout:** InDesign CS5.5, Quark 9      **Platforms:** Mac, PC, XiNet WebNative  
**Graphics:** Acrobat Pro, Illustrator CS5.5, Photoshop CS5.5  
**Business:** DeltaGraph, Excel, FileMaker Pro, Keynote, PowerPoint, Visio, Word  
**Web:** Dreamweaver, Flash, HTML      **Languages:** Studied Italian and Spanish