

Deluxe Inc., Groton, MA (Formerly NEBS) 1999 – 2009

Senior Corporate Designer – Product Designer

- Designed and produced vehicles for corporate sales needs, including training flyers, posters, coupons, multimedia presentations, and custom logos – Flash, video, special effects, and music. Troubleshoot electronic files.
- Designed and maintained business products; custom forms, logos, and line art for catalog use.
- Improved Business Logo Design Book by using creative layout processes.
- Assisted in the production of a successful and cost-effective promotional video presentation.
- Introduced a timesaving color correction process for a clothing line and streamlined process to request services.
- Ignited revenue stream for custom orders by developing custom products for the company catalog.
- Created, modified digital imagery, making- production edits and effects for print and web media
- Performed pre-press imaging functions including RIPing, page production, and layout, image retouching, color correction, scanning, digital photography as well as coordinated and oversaw the pre-press printing process to the printer.
- Developed corporate PowerPoint presentations and managed updates.

Artist/Prepress Imaging Technician - Digital Production Specialist (PreMedia)

- Created and modified digital imagery making corrections as needed.
- Executed production edits and effects for print and web media.
- Performed pre-press imaging functions including RIPing, page production, and layout, image retouching, color correction, scanning, digital photography, photo mock-ups in a color-managed workflow. Coordinated and oversaw the pre-press printing process to the printer.
- Created and revised product imagery for use in print and web advertising.

Composition Logo Artist - Full-Color Lead Artist

- Maintained all aspects of product layout and logo creation for NEBS business products.
- Created line art illustrations - scanned, edited, and cleaned up customer submitted artwork.
- Created Business Cards, Postcards, Stationery, assisted in implementing workflow process, and set up training for new employees. Provided special project support.
- Meeting Facilitator for 15 artists required addressing individual concerns, tracking workload, and constant interaction with Supervisor

MEDIACOM TELESYSTEMS, INC., Burlington, MA 1998– 1999

Marketing Associate/Designer

- Created all in-house graphics for print/web, maintained company press kits, and implemented direct mail programs.
- Developed corporate PowerPoint presentations and managed updates. Produced quarterly newsletter.
- Served as Interim Customer Service Manager during the search for a new manager. Trained temps and Customer Service Manager. Provided on-going support for customer service and tech support departments.
- Designed branding format for company support forms and literature.
- Spearheaded the transformation of all outsourced graphic design work to in-house, saving well over \$10,000.

ELECTRONICS BOUTIQUE, Danvers, MA 1995– 1998

Store Manager

- Managed, recruited, hired, and trained store staff of 7 to 12 members
 - Opened, closed, daily sales reports and payroll, Inventory-loss prevention control Count,
 - Met individual sales, shrink, and special program goals
 - Brought the store volume up from just under \$700k to over \$1.2 million in 6 months
- Award: "Associate of the Year" – 1995 - For excellence in Customer Service (entire mall staff)