

Objective: To make the most of my exceptional design skills and be a valuable asset as part of a motivated, energetic and dynamically evolving creative team.

Professional Skills Summary: Exceptional graphics design and creative skills. Proficient knowledge of project organization and print preparation. Excellent knowledge and use of graphics design software for Mac OS X and Windows platforms. Strong working knowledge of HTML for use in web site design and creation. Outstanding public relations and customer support skills.

Advanced-to-expert proficiency in the following software: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Microsoft Office, Macromedia Dreamweaver.

Experience:

Graphic Designer – 2006 – Present

Shaw Industries, Inc., Calhoun, GA (Contractor)

As part of the interactive marketing team, I am responsible for designing external and internal marketing materials, while adhering to the design standards of individual company brands. I work with executives, brand leaders and sales reps to create ads, brochures, invitations, signs, posters, trade-show banners, presentation templates and other creative as needed. I assist the web developers in designing and maintaining commercial websites, customer microsites, e-mail marketing campaigns and internal websites. I work with external and internal vendors to complete projects and deliverables.

Graphic Designer (Freelance) – 1998 – Present

Christine M Bell – Creative Designer

I employ my creative talent and exceptional design skill in completing a number of projects including logo design, corporate identity, brochures, ads, posters, newsletters, web site design and software user interface. I assume responsibility for all phases of design from concept to delivery; as well as interfacing with printing / production vendors for file delivery and proofing, and coordinating with hosting companies to deliver graphic and HTML files for live web sites.

Senior Graphic Designer – 2003 – 2005

Aesthetic Marketing Concepts, Marietta, GA

Created a variety of marketing material for the company and its clients. Created graphics and HTML code for client and company websites. Prepared and submitted files for print and publication. Managed multiple projects from start to delivery. Interviewed client to determine project expectation. Provided proofs, made revisions and obtained client sign off. Proofed final printed materials before sending to client. Performed department manager responsibilities that included: project scheduling; proofing drafts before client review; and ensuring that all projects met or exceeded the design style of the company. Performed administrative duties of the department that included maintaining website hosting files and billing, maintaining client files and archiving electronic files.

Graphic Designer – 1999 – 2000

IntelliNet, Technologies, Inc., Melbourne, FL

Completed re-design of company website. Designed graphical splash screens for software. Created graphical images and diagrams for technical documentation and white papers. Designed new panels for trade show displays. Worked with head of marketing department to design company brochures and other marketing material.

Web Design Contractor – 1998 – 1999

PC-Connect, Palm Bay FL

Provided graphics and web site design for clients of Internet Services Department. Created print and electronic advertisement for the department and its clients.

Marketing Coordinator – 1997 – 1998

Macho Products, Inc., Sebastian, FL

Maintained advertising schedules and submitted changes according to deadlines. Processed sales reports into spreadsheet charts. Obtained estimates for advertising projects. Processed requests for information on products, tournament sponsorship, and gift certificate redemption. Assisted network administrator with technical support of company computers and provided Internet technical support for all employees.

Education: A.S. Computer Graphics and Design - Keiser College - Melbourne, FL