

PROFESSIONAL EXPERIENCE {work}

STAPLES CORPORATE Framingham, MA

Production Designer April 2006 – Present

- Design flyers, tabloids, supplemental catalogs and other marketing materials with guidance from creative. Manage the distribution of work when help is necessary.
- Design cover concepts for various Contract Catalogs, making sure to encompass client's desired messaging.
- Execute, produce and pre-press Staples Business Delivery catalogs and related projects.
- Prepare projects for printing to ensure consistency and accuracy across all print material.
- Interface with management and creative team to understand and facilitate production of Staples catalog's marketing objectives.
- Develop a working knowledge of cutting edge technology through XML and automated page building tools.
- Improve the department's processes through continued evaluation of procedures.

JM PHOTOGRAPHICS Milford, MA

Photographer and Designer November 2007 – Present

- Provide photographic coverage of an event that captures décor, catering, red carpet client shots and speeches, in addition to other event-specific details. Supply customer with a full list of pictured guest names when requested.
- Design a variety of pieces including posters, editorial layouts, phonebooks, postcards, invitations, magazine covers and interiors.

BOSTON COMMON PRESS Brookline, MA

Production Assistant August 2004 – March 2006

- Managed the workflow of *Cook's Country* magazine from layout to shipment, including proofreader inputs, managing artwork, processing and preparing all files, creating PDFs and checking contract proofs for content and color accuracy.
- Processed, and color corrected 4-color and duotone images for use in *Cook's Illustrated*, *Cook's Country* and our cookbook series.
- Assigned special marketing projects, including magazine wraps and bind-ins, postcards, sell sheets, package insert pieces, e-newsletters and more.
- Communicated and ensured accuracy for all aspects of print jobs with outside vendors.
- Continuously worked to better organize the department by generating Standard Operating Procedure records, creating new job tracking documents and developing, implementing and maintaining a new server structure.

THE BOSTON PARENTS' PAPER Boston, MA

Lead Designer June 2003 – February 2004

Editorial Designer June 2001 – June 2003

- Designed creative editorial page layouts using QuarkXPress. Solidified the look and feel of the publication through pleasing page design and copy formatting with a thorough understanding of page building, typesetting and proofreading requirements.
- Responsible for the pagination of 4 Trader Publishing magazines each month.
- Delivered superior service to both external and internal clientele and helped to promote a strong customer-focused team environment.

EDUCATION & PROFESSIONAL DEVELOPMENT {school}

UNIVERSITY OF MASSACHUSETTS AT AMHERST Amherst, MA, Bachelor of Arts, GPA 3.54

AQUENT GRAPHICS INSTITUTE Woburn, MA, Training in Illustrator, InDesign and Photoshop

THE AD CLUB Framingham, MA, Creative Concepts & Advanced Creative Concepts Courses

INDESIGN USER GROUP Boston, MA

COMPUTER SKILLS {assets}

Adobe InDesign CS3 • Adobe Photoshop CS3 • Adobe Illustrator CS3 • Adobe Acrobat Professional • QuarkXPress • Microsoft Office