
employment history

Weddings in Houston Magazine :: Production Coordinator / Admin Assistant :: Feb. 2003 - Present

As production coordinator, my main responsibilities are coordinating advertisers artwork, liaising with the production house and pre-flighting incoming files. For the August supplement I also designed numerous ads and two 2-page editorial spreads. I have updated office materials such as business cards, forms and rate cards to fit with the magazine's recent re-imaging and was responsible for redesigning beforeyousayido.com, the bridal show web site.

As admin assistant, I maintain client web listings, mailing list subscriptions and offer technical support to clients who require assistance with the client side features of weddingsinhouston.com.

PTP-Xtra :: Production Designer :: 2001 - 2002

As a production designer, my primary responsibilities included the design and production of newspaper advertisements, editorial layout and cover designs utilizing a strict PDF workflow for one biweekly and one monthly newspaper.

While employed with PTP-Xtra, I also designed promotional material for the Gay Life & Style Show, as well as the gay and lesbian travel show, Bump. Including but not limited to post-cards, advertisements, business cards and video sleeves.

Objectools Open Component Market :: Art Director :: 2000 - 2001

Objectools was a unique opportunity because not only did we work on our usual in-house assignments, including trade show materials, web site graphics and magazine advertising, but our department also actively engaged in outside projects. This broadened our services to include in-store POS, newspaper advertising, travel brochures as well as corporate identity for a wide range of companies. I was also responsible for magazine ad insertions based on the agreed schedules, as well as weekly insertions to newspapers, including obtaining film and shipping to US and overseas destinations.

While at Objectools, I directed two POS programs used in Goodwill stores in the USA. On both projects I coordinated with the photographer, obtained props and supplies, attended and supervised the photo shoot, as well as overseeing the design and production of the final POS items.

Open Communications and Marketing Inc. :: Graphic Artist/Production Assistant :: 1998 - 2000

Open Communications provided me with the opportunity to work closely with the creative director on the development of designs from simple linear drawings through the draft and approval phase to produce a finished product. My assignments included logo concepts, detailed manuals, internet ad banners, corporate identity packages, compact disc artwork and magazine advertising.

As production assistant, I was also responsible for dealing with suppliers on an ongoing basis in order to ensure that projects were completed to spec and within required deadlines. Clients included Scotiabank, Aramark, Dundas Software, Agfa Chromopress and Kokanee.

related skills

- design, plan and develop web sites using various languages including html, javascript and perl/cgi
- design and execute layouts for various print mediums including magazine ads, packaging, point of sale, business materials and corporate identity
- conceptualize and create logos and interesting creative concepts
- scan, prep and manipulate image files for use in various digital mediums including video, internet and multimedia presentations
- preflight files for output in various mediums including film, digital, and direct to plate
- co-ordinate projects: assess job requirements, source out suppliers, obtain quotes and job specifications
- work with and manage small teams or individual designers, production artists and web developers
- work with suppliers to track progress and ensuring timely delivery
- hands-on print production experience including ordering and checking film, checking proofs, appropriate resolutions for black and white, CMYK and spot color print runs
- my presentation skills are strong and I enjoy speaking in front of groups
- I am a motivated team leader yet maintain a strong ability to follow direction
- I am very reliable and willing to take on new responsibilities

computer skills

Photoshop, QuarkXPress, Illustrator, Streamline, Homesite, Powerpoint, Microsoft Office applications, Adobe Acrobat, Adobe Distiller, Windows, Mac OS. I can also set up and configure a variety of hardware and software.

education

Humber College of Applied Arts and Technology (1998) :: Electronic Publishing :: Toronto, ON, Canada

Concordia University (1994) :: 2 years General Arts :: Montreal, PQ, Canada

Humberview Secondary School (1992) :: Ontario Secondary School Diploma (OSSD) :: Bolton, ON, Canada