

Sue Smith

1111 E. White

Phoenix, AZ 85016

555.555.5555

email: suesmith@email.com

Qualifications

Self-motivated with strong problem solving and organizational skills. Very detail, precision and quality oriented. Commended for consistently meeting and exceeding deadlines. PC and Mac platforms.

Computer Skills

PageMaker, Quark, PhotoShop, PowerPoint, Illustrator, Dreamweaver, Flash, Frontpage, CorelDraw, Word and Excel. *Beginning skills in:* HTML and JavaScript.

Professional Experience

Graphic Designer

Graohics Company, Phoenix, AZ - 2001

- ☞ Designed proposals and PowerPoint presentations for engineering projects.
- ☞ Created and updated maps for engineering sites.

Graphic Designer

Phoenix Engineers, Phoenix, AZ - 1997-2001

- ☞ Designed newsletters, manuals, brochures, flyers and maps.
- ☞ Designed ads for trade journals.
- ☞ Coordinated printing with outside printers.
- ☞ Proofreading, writing and editing.

Graphic Designer

American Medical Center, Phoenix, AZ - 1987-1997

- ☞ Supervised and trained employees on various software programs.
- ☞ Produced camera-ready artwork for publications.
- ☞ Proofreading, writing and editing.

Professional Experience (*contract positions*)

Graphic Designer

Graphic Design Company, Phoenix, AZ – 1997-2003 (present)

- ☞ Developing PowerPoint presentations, newsletters and educational material for physicians.
- ☞ Photo restoration.
- ☞ Digital photography of patients.
- ☞ Website design.

Graphic Designer / Administrative Assistant

Graphics Business, Phoenix, AZ – 2002

- ☞ Created digital library of fabric swatches for future use on website.
- ☞ Excel spread sheets and Word documents.
- ☞ Heavy phones and customer service.

Graphic Designer

Counseling Company, Phoenix, AZ – 2002

- ☞ Designed brochures.
- ☞ Will be designing new website in the near future.

Graphic Designer

Shoe Store, Phoenix, AZ – 1987

- ☞ Created window displays, mailers and flyers.

Education

Associates Degree in Visual Communications, 1987

Associates Degree in Liberal Arts, 1987

PHOENIX COLLEGE, Phoenix, AZ

Additional Education

Internet and Multimedia Certificate, 2002

UNIVERSITY OF ADVANCING COMPUTER TECHNOLOGY, Phoenix, AZ

References available on request.