

PROFESSIONAL SUMMARY

CREATIVE experience with current graphic and web design software

TECHNICAL abilities in electromechanical drafting, CAD, technical writing, and teaching/training

INDUSTRY KNOWLEDGE in layout, design and packaging in technology and manufacturing sectors

RELATED EXPERIENCE

GRAPHIC DESIGNER

Sep '05-Apr '08

Birchcraft Studios; North Abington, MA

New England Art Publishers, Inc.

♦ *Printer/publisher of made-to-order Holiday cards & formal invitations*

- Inspected preflight artwork files in various file formats against company standards and general design principles using Adobe Photoshop, Illustrator, and visual inspection in a fast-paced production environment processing twenty orders per hour during peak periods
- Cropped, enhanced, resized, repaired or rejected, separated colors, and converted files to bitmapped .tiff files using Adobe Photoshop
- Proofread, edited, and corrected artwork text using MS Word and/or Acrobat
- Coordinated weekly with Design and Marketing Departments to complete die samples and layouts for a successful introduction of Bar/Bat Mitzvah catalog
- Managed daily preparation of artwork files sent off-site for die cut engraving to be used for foil stamping of napkins and accessories

GRAPHIC DESIGNER, Freelance

Apr '04-Apr '08

DHBrezner Design; Bridgewater, MA

♦ *Partial list of clients:*

92 Solutions, Medical Management Consultants; Roswell, GA

A. J. Abrams, Inc., Industrial & Scientific Instruments; Westport, CT

Andover Massage Therapy, A Professional Association; Andover, MA

Apple Creek Granite Company, Fabricators of Fine Granite Andover, MA

Int'l Studies Program, Bridgewater State College; Bridgewater, MA

EarthWorks, The Soil Restoration Specialists; West Wareham, MA

Harvard Physical Therapy, Physical Therapy Clinic; Framingham, MA

June's Charms, An Independent Zedora Consultant; Hudson, MA

- Created corporate logos, business sets, brochures, gift certificates
- Layout & design flyers, posters, digital illustrations, cover art – books & CDs
- Copyedited and proofread corporate brochures and advertising materials

TECHNICAL WRITER

Sep '02-Jun '03

Alternative Billing Associates, USA; Needham, MA

♦ *Billing & collection organization for physical therapy and chiropractic clinics*

- Developed corporate brochures and flow charts for prospective clients
- Created procedural manuals and instructional material for staff & clients
- Compiled a reference/resource manual for clinical practitioners
- Documented the development of proprietary billing & collection software

PRINTED CIRCUIT BOARD (PCB) DESIGNER

Apr '85-Jan '02

Datel, Inc.; Mansfield, MA

♦ *Manufacturer of on-board power supplies & converters*

RVSI/CiMatrix, Inc.; Canton, MA

♦ *Manufacturer of barcode readers & scanners for industry*

Panametrics, Inc.; Waltham, MA

♦ *Manufacturer of ultrasonic measuring and testing devices*

- Generated complete PCB design/drawing packages: schematics, artwork, fabrication drawings, assembly drawings, Bills of Material, specification and data sheets, drill files, and solder paste screens
- Designed double-sided and multi-layered; SMT and thru-hole devices; variable size and density with components on one or both sides; digital, analog, mixed circuitry
- Revised, updated & edited PCB drawing packages from ECO's or marked prints
- Coordinated PCB layout & design with PCB design service bureaus
- Maintained CAD Component Library

SOFTWARE PROFICIENCY

Adobe Creative Suite for Mac (CS4): Illustrator, Photoshop, InDesign Acrobat Pro

Adobe Creative Suite for PC (CS3): Illustrator, Photoshop, InDesign Acrobat Pro

Adobe (CS3)/Macromedia (MX2004): Dreamweaver, Fireworks, Flash

MS Office Pro XP: Word, Excel, Powerpoint, Publisher

Corel Graphics Suite 12: CorelDRAW, PhotoPaint, TRACE, CAPTURE

Mentor Graphics: PADS PowerPCB/PowerLogic 5.0 PCB Design & Schematic Capture

AutoDesk: AutoCAD 12, 13, LT

ADDITIONAL EXPERIENCE

CENSUS ENUMERATOR

Apr '10-Jul '10

U.S. Census Bureau; Waltham, MA ♦ *2010 Decennial Census*

TEACHER, SUBSTITUTE

Feb '04-Sep '05

Town(s) of Mansfield, Easton & E. Bridgewater, MA ♦ *Public school systems*

EDUCATION

Bridgewater State College; Bridgewater, MA

Moakley Center for Technology Education

Certified Graphics & Web Design Program (CGWP)

Lowell Institute at MIT; Cambridge, MA

Completed; Printed Circuit Design I & II

Hall Institute for Drafting; Pawtucket, RI

Certificate; Electronic & Mechanical Packaging

Bridgewater State College; Bridgewater, MA

Bachelor of Arts; Sociology