

**EXPERIENCE**

- 5/08-5/11      **HEARTLAND PUBLICATIONS (Robesonian)**      Lumberton, NC  
-Graphic Artist  
Create ads for newspaper, maintaining traffic flow through email with sales persons, maintaining runsheets of deadlines, choosing photos/art for ads, Photoshop/Quark/Illustrator/Indesign
- 9/07-04/08      **AMBROSI ADVERTISING (TEMP)**      Atlanta, GA  
-Production Artist  
Retouch, clipping paths and color correct photos used in Home Depot and Brylane. Insert files into Quark as needed for layout.
- 5/04-7/07      **NBC UNIVERSAL**      Los Angeles, CA  
-Digital Assets Management (Annotation Coord.)  
Annotating Motion Picture/TV assets, documents, photos, etc.  
Preparing documents/photos for uploading to D3 (TV Distribution site).  
Marking photos, artwork, etc. with usage restrictions.  
Color correction & Digitizing of 35mm slides and negatives.
- 4/02-12/03      **HI-WAY USED PARTS**      Lumberton, NC  
-Office Manager  
Accounting/Payroll, Web Management, Inventory  
Billing, Collections, AP/AR, Shipping & Receiving
- 1/01-3/02      **TECH-NI-COMM**      Los Angeles, CA  
-Web Page Designer  
Update and Design web pages for internet sales company
- 7/99-10/99      **DIGITECH PRESS**      Los Angeles, CA  
Received/checked files from customers to print  
Assisted in layout/production design of brochures/flyers
- 4/97-3/99      **SAMY'S CAMERA**      Los Angeles, CA  
-Rental Department  
Customer Service for renting camera equipment

**EDUCATION**

- Platt College**      Los Angeles, CA  
Graphic Design / Multimedia
- Century 21**      Los Angeles, CA  
Real Estate Principles

**COMPUTER SKILLS:**

*MS Office / Photoshop / Illustrator / QuarkXpress / Frontpage / Image Ready / Acrobat & Reader*