

EXPERIENCE

- Present **HEARTLAND PUBLICATIONS (Robesonian)** Lumberton, NC
 -Graphic Artist
 Creating ads for newspaper, maintaining traffic flow through email with sales persons, maintaining runsheets of deadlines
- 9/07-04/08 **AMBROSI ADVERTISING** Atlanta, GA
 -Production Artist
 Retouch and color correct photos used in Home Depot and Brylane ads.
- 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 (Television 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, Accounts Payable/Receivable
- 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

- 1/04 **Century 21** Los Angeles, CA
 Real Estate Principles
 Training Course
- 3/98-10/99 **Platt College** Los Angeles, CA
 AA Degree
 Graphic Design / Multimedia

COMPUTER SKILLS:

Final Cut Pro / Photoshop / Illustrator / QuarkXpress / Frontpage / Image Ready / Acrobat & Reader