



L I F E - O N L Y   A G E N T

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## PROFESSIONAL EXPERTISE:

**C**reative, solution oriented Manager with extensive branding, and project management experience, looking for an opportunity to apply skills to the Insurance industry. Adept at identifying and aligning collaborative, creative and strategic solutions for marketing projects to maximize revenue and profitability.

## EDUCATION

The Art Institute of California:

*Bachelor of Arts Graphic Design*

03/96

## EMPLOYMENT HISTORY

### MCWE

**04/05 TO 07/15**

**Graphics Manager:** Responsible for ensuring the completion and event brand standards of all graphics projects including: flyers, books, bibles, magazines, newspapers, newsletters, postcards, logos. Coordinating projects between departments, Configuring FTP links for vendors, job tracking reports, hiring and training of artist, oversee and assign jobs to various artists.

### TONJAGRAPHIX

**10/02 TO PRESENT**

**Design Principle:** Design and layout for various types of print media, i.e.. Newsletters, flyers, brochure, books, magazines, programs, logos, Posters, Banners.

### MCWE

**10/97 TO 10/02**

**Graphics Manager:** Responsible for design of all printed work i.e.. the design of all flyers, books, magazines, newspapers, newsletters, paste-up, postcards and logos. Setting up FTP linkups to vendors, setting up job tracking reports, to oversee and assign jobs to artist, coordinates with European offices in the delivery of art files.. Prepress of coordination with vendors.

## PROJECT MANAGEMENT

- Cross-functional team collaboration and management including task assignment, project empowerment and accountability
- Project planning – strategic and tactical
- Time-line and vendor coordination
- Project monitoring
- Event marketing and theme development
- Event/campaign branding

## TECHNICAL EXPERIENCE

- Adobe CC 2014
- Microsoft Office
- Quark Xpress 5.0
- Mac OSX Mavericks, IOS8
- PC W7 environments
- Hightail, Drop Box FTP/TFTP
- Interactive Form Design and Layout
- HTML/CSS
- ePub

## INTER-OFFICE COORDINATION

- Strategy development/deployment
- New technology development and deployment
- Technology management
- Created a portal for European offices to access domestic art files remotely

## PROFESSIONAL TRAINING/ CERTIFICATIONS

Currently Learning HTML5 and CSS

Obtained Life-Only Insurance License

Lic. # 0K62847

11/15

## SALARY REQUIREMENTS

Negotiable

## AFFILIATIONS

- **La Jolla Playhouse Partner**, Elected to the 2nd Vice President in March 2014 and Newsletter designer.
- **Planning committee NSBE** (*National Society for Black Engineers, San Diego Chapter*)
- STEM Gala 2013.
- **Member of AIGA** (*American Institute of Graphic Artist*). Member number: 283078