

CHELSEA DUBLIN

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Denver, CO



EDUCATION

University of Alabama

Bachelor of Fine Arts

in Digital Media and Photography

minor in Business Administration

Graduated August 2012 Cum Laude

+Dean's List

+Phi Eta Sigma Honor Society

+Alpha Lambda Delta Honor Society

SKILLS

+Solid understanding of typography and color theory in designs and layouts

+Creative self-starter proficient at handling multiple tasks within tight deadlines

+Strong conceptual skills, capable of creatively brainstorming

+Photo editing and retouching

+Digital and film photography with experience assisting in photo shoots

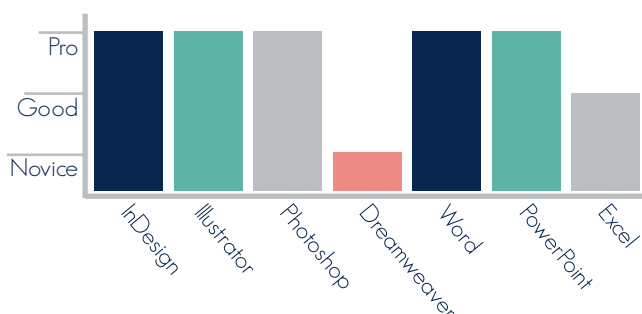
+Detail-oriented with experience formatting documents for consistency

+Team player good at receiving and giving direction

+Quick learner with an open mind to new ways of doing things

+Efficient worker always looking for ways to complete tasks more streamlined and effectively

TECHNICAL SKILLS



WHAT PROGRAMS I USE AND HOW I RANK MY KNOWLEDGE

EXPERIENCE

Lead Graphics/Proposal Illustrator

Junior Graphics/Proposal Illustrator

BID Designs | Huntsville, AL | Dec. 2012 - Present

As Junior Graphics/Proposal Illustrator, I produced and enforced proposal style themes that carried across all aspects of the proposal, including headers/ footers, tables, graphics, covers, and CD materials. I assisted in all aspects of document production (formatting templates, outlines, and color review and final documents) as well as printing and assembly of documents, proposal covers, CD covers, CD labels, and tabs. I lead the creation and production of all marketing materials (e.g. one-sheets, trifolds, banners, billboards, invitations, folders, trade show materials, capabilities briefings, etc.) and interface with print companies for outsourced productions. As Lead Graphics, I continue previous responsibilities, while overseeing production team and directing the graphics team to ensure timeliness and accuracy of all deliverables. I interface with our clients on a daily basis to ensure we meet their needs and schedule as effectively and efficiently as possible.

Art Director

Real Girl Magazine (RGM) | Huntsville, AL | Aug. 2012 - Dec. 2012

Designed entire 60-page fall issue with intriguing layouts through a mixture of text, photos, and hand drawn illustrations. Also created and resized advertisements as necessary for an aesthetically pleasing whole. Created media kit, billboard, and advertisements to expand RGM brand.

Production Assistant/Junior Designer

Tuscaloosa Magazine | Tuscaloosa, AL | Jan. 2012 – Aug. 2012

Provided assistance in all aspects of photo shoots including noting shot information, technical assistance and setup, and entering assignments into MediaGrid. Assisted editor in page layouts and thinking creatively for story and photo ideas.

Junior Designer

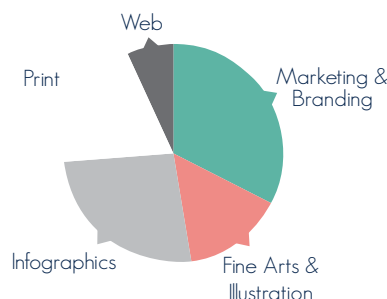
TotalCom Marketing Communications | Tuscaloosa, AL | Fall 2011

Worked collaboratively with design team on advertisements for print and web use, and organized files/photos on company server.

Accounting Clerk

*Radiance Technologies, Inc., a defense technology development company
Huntsville, AL | April 2007 - July 2014*

Property Administration: Counted/tracked inventory, entered property data into accounting database, received and issued property for Government contracts. **Accounts Payable:** Put together and sent out bill payments to vendors and filed and organized paperwork for 8-person accounting staff.



WHAT I DO



WHAT I USE