

LeighAnn Brown

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ATTRIBUTES	responsible, hardworking, reliable, organized, trustworthy, and pleasant	
EDUCATION	<p>Meredith College, Raleigh, NC Bachelor of Fine Arts — Concentration in Graphic Design Graduated May 2004 Completed college course work which has further enhanced my capabilities in graphic design and photography</p>	
SKILLS	COMPUTER proficiency with Mac and PC Adobe-Acrobat, Illustrator, Photoshop, InDesign, QuarkXPress iMIS/RISE	PHOTOGRAPHY b & w darkroom color darkroom copy stand dry mount spotting digital printing
EXPERIENCE	<p>American Correctional Association, Deputy Director, Communications & Publications <i>March 2016- August 2016</i></p> <ul style="list-style-type: none">• Lead coordinator for the new Certification Module within our iMIS database and on our website and assist with any iMIS database issues in conjunction with our consulting company• Managed print, art, and production for <i>Corrections Today</i> (CT), direct mail and other publications from dummy stage to printing• Provided desktop publishing production to other departments• Oversaw production of CT reprints• Managed production of conference materials• Worked with director to coordinate review of CT binder and proofs for all publications• Managed print bid process for ACA and act as liaison between department and print/prepress vendors• Oversaw development of CT/CC/OTL production schedules in liaison with managing editor and director <p>American Correctional Association, Web Manager/Graphic Designer <i>Sept 2014- March 2016</i></p> <ul style="list-style-type: none">• Lead coordinator of the iMIS Upgrade project, coordinating staff testing and staff training with the new features• Used iMIS/RISE to maintain and update content on ACA's website• Created banner ads• Managed ACA's social media pages - Facebook, Twitter and LinkedIn• Used iMIS/RISE to update ACA's online newsletter, <i>On the Line</i>• Assisted with the design and printing of <i>Corrections Today</i> (CT), <i>Corrections Compendium</i>, (CC), and other marketing materials <p>American Correctional Association, Graphics and Production Manager <i>2011- Sept 2014</i></p> <ul style="list-style-type: none">• Managed print, art, and production for <i>Corrections Today</i> (CT), <i>Corrections Compendium</i>, (CC) <i>On The Line</i> (OTL), direct mail and other publications from dummy stage to printing• Provided desktop publishing production to other departments• Oversaw production of CT reprints• Managed production of conference materials• Worked with director to coordinate review of CT and CC binders and proofs for all publications• Managed print bid process for ACA and act as liaison between department and print/prepress vendors• Oversaw development of CT/CC/OTL production schedules in liaison with managing editor and director <p>American Correctional Association, Graphics and Production Associate <i>2006-2011</i></p> <ul style="list-style-type: none">• Assisted in completing production details of CT, CC, OTL, books, marketing materials, and other projects from edited manuscript stage to finished printed product• Provided desktop publishing production to other departments• Prepared print specs and acquire competitive print bids for various print projects <p>Omega World Travel, Graphic Designer <i>2005-2006</i></p> <ul style="list-style-type: none">• Extensive database work• Created in-house designs such as flyers, banner ads, posters• Updated sites for Cruise.com and Omega World Travel• Created and updated client sites for Omega World Travel <p>Carolina Country Magazine, Graphic Design Intern <i>2004</i></p> <ul style="list-style-type: none">• Created page layouts for this monthly magazine using QuarkXpress• Created design layouts for the North Carolina Electric Co-ops using QuarkXpress, Illustrator, and Photoshop• Created press ready PDFs• Scanned slides and photographs using Photoshop <p>Carolina Color Productions Inc., Graphic Design Intern <i>2003</i></p> <ul style="list-style-type: none">• Created design layouts and was responsible for client communication using QuarkXpress, Illustrator, and Photoshop	