

# RESUME

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Billie Jo Elbom billiejo@elbom.com 512-789-2865

## HARD SKILLS

Adobe Creative Suite (InDesign, Photoshop & Illustrator), graphic design, page layout, typography, print production, working with vendors, drawing/illustration

## SOFT SKILLS

Resourceful problem solver, strong communicator, organized, motivated self-starter, detail oriented, efficient time management, team player, personable, good listener

## EDUCATION

Austin Community College; Graphic Design Certification Program, 2003–2004  
The University of Texas at Austin; Bachelor of Arts in Art, 2001

## WORK EXPERIENCE

***Guerilla Suit***, Production Artist, 2017

Created mock-ups for merchandise, resized ads, layout of vendor style guide, researched vendors

***Texas Monthly***, Graphic Designer/Production Artist, 2011–2015 (*not continuous*)

Marketing department's design and production position worked to create advertorials and ads for the magazine. Created invitations, signage and other various promotional materials for special events such as Texas Book Fest and Texas Monthly BBQ Fest. Sell sheets and e-blast for sellers promoting ad sales. Vetted and managed photo galleries. Created web graphics for Texasmonthly.com.

**McGarrah Jessee**, Production Artist, 2008-2010

Production/Design for a variety of print projects including POP, packaging, sell sheets, brochures, fliers and direct mail pieces. Created web graphics for digital department production needs.

**Best Dressed Kids.Com**, Production Artist and Web Data Base Manager, 2005-07

Ad design, writing, product photography, web production and data base management for on-line children's clothing retailer.

**Additional Work Experience**, Graphic Designer/Production Artist, 2004–current

Texas Alliance of Child and Family Services, Magnolia Montessori, Sail House Publishing, Hubert Research Marketing, Golfsmith, The Liaison Studio, Sherry Matthews, GSD&M, Dell, Stubb's Bar-B-Q Sauce Company

## VOLUNTEER EXPERIENCE

**Blackshear Elementary School**, PTA Secretary, September 2016–2017

Designed fliers and promoted various PTA fund-raisers, projects and events

**University Hills Neighborhood Association**, Editor/Designer, 2015

Designed a neighborhood newsletter; organized, solicited, wrote and edited content; facilitated distribution; presented to the board and organization throughout the process

Work samples can be found at [billiejo.elbom.com](http://billiejo.elbom.com)

*Gaps in my employment history are the result of my conscious decision to leave full-time salaried work in order have flexibility and time with my two children while they are young. I've worked strictly contract since 2010. Thank you for this opportunity!*