

RESUME

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

HARD SKILLS

Adobe Creative Suite, graphic design, page layout, composition, typography, drawing, prepress, print production, working with vendors, digital photography, basic web design skills

SOFT SKILLS

Creative problem solver, strong communicator, organized, independent, motivated self-starter, efficient, team player, detail oriented, personable, positive outlook

EDUCATION

Austin Community College; Visual Communications Certification Program, 2003-2004
The University of Texas at Austin; Bachelor of Arts in Art, 2001

WORK EXPERIENCE

Magnolia Montessori School, Freelance Graphic Designer

December 2013-current

Updated previously designed marketing materials including brochures, door hangers, banners and fliers

The Liaison Studio, Freelance Graphic Designer/Production Artist

December 2012-current

Creating sell sheets for Dell and NXP (previously Freescale) using existing style guides

Sail House Publishing, Freelance Designer

March 2011-Dec 2012

Redesigned quarterly industry magazine for the March 2011 issue plus layout for two subsequent issues

Hubert Resource Marketing, Freelance Production Artist, January 2011-Sept 2013

Print production needs for promotional product supplier.

Texas Monthly, Graphic Designer/Production Artist

October 2011-May 2015 (*contract employee not continuous*)

Marketing department's design and production work creating advertorials and ads for the magazine. Created invitations, signage and other various promotion 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.

McGarrah Jessee, Production Artist

August 2008-December 2010

Production/Design for a variety of print projects including POP, packaging, sell sheets, brochures, fliers and direct mail pieces. Traffic and time management for my own projects.

Additional freelance clients: Zink, Golfsmith, Sherry Matthews, GSD&M, Publisher's Resource Group

Prior full time employment: Best Dressed Kids, Genesis Today, Stubb's Bar-B-Q Sauce

VOLUNTEER WORK

Blackshear Elementary School, PTA Board Member - Parliamentarian

September 2016-current

Designed fliers and promoted various PTA fund raisers, project and events

University Hills Neighborhood Association, Newsletter Editor

January 2015-September 2015

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