

SUMMARY

Award-winning Graphic Designer with extensive professional experience in the graphic design field. Expertise includes design and production of all forms of print media deliverables from concept to completion. Proficient in Branding, Quality Control, and Archiving with a thorough knowledge of all facets of the printing process. Innovative team player with strong initiative and exceptional customer focus. Key skills include:

- InDesign, PhotoShop, Illustrator
- PowerPoint, Word, Excel
- Archiving
- Branding (SME)
- Quality Control
- Image Library

PROFESSIONAL EXPERIENCE

Chevron Corporation, Houston, Texas

2007-Dec. 2015; 2000-2004

Graphic Designer

Designed and produced all forms of print media deliverables, presentations, email newsletters, and web graphics prior to deadlines and within budget. Mentored and art directed team members in design/layout for print deliverables, and monitored quality control for layout/design projects prior to print production. Worked at Chevron 2000-2004 and returned 2007-Dec. 2015.

- Served as Lead Designer for The Clear Leader magazine for nine years. Increased readership and distribution by 20%. The CEO of Chevron and many executives are regular readers and contributors to the magazine. Received many awards for my exemplary design work including five international trophies.
- Monitored Corporate Brand Help Desk as Brand Responder. Resulted in my becoming a Brand Champion, SME and more valuable to the design team. Received awards for my dedication and outstanding performance for the Brand Team.
- Served as Archive Liaison. Successfully archived over 2,000 projects prior to deadline. Received several awards for my excellent and thorough work. Mentored several team members in the archival process.

Aesbus Knowledge Solutions, Houston, Texas

2006

Contractor for Hewlett Packard Co.

Graphic Designer

Designed and produced HP iPAQ documentation including brochures, product information guides, quick setup labels, cd labels, insert and tray cards, screen protectors, quick start tours/user interface graphics, illustration, and icon creation/development. Prepared files for localization.

- Served as dedicated Graphic Designer to provide support for the HP iPAQ Content Creation and Management Team. Consistently met tight deadlines within budget.
- Served as Project Manager for the Accessories Team.

**Kroger (Southwest Headquarters), The Woodlands, Texas
Graphic Artist**

2005

Designed and produced ads for Mid-South including Tennessee, Kentucky, Indiana, and Iowa.

- Consistently met tight deadlines within budget.

ADDITIONAL RELEVANT EXPERIENCE

**The Premier Co., Houston, Texas
Art Director**

1995-1999

Supervised the art department including typesetters and contractors. Provided estimates for artwork, maintained billing system, quality control, pre-press assistance, press checks, and Bluelines.

- Supported a team of 11 sales representatives and 100+ employees along with a diverse group of clients to produce quality artwork and print deliverables within tight deadlines and within budget.

EDUCATION / TRAINING

Bachelor of Business Administration, General Business
Sam Houston State University, Huntsville, Texas

Art History (post-graduate study)
University of Houston, Houston, Texas

Graphic Design, Photography, Web Design/HTML
North Harris College, Houston, Texas

Operational Excellence Certification, Chevron

AWARDS

Hermes Creative Platinum Award, 2015, The Clear Leader magazine, Lead Designer.

MarCom Platinum Award, 2014, The Clear Leader magazine, Lead Designer.

International Association of Business Communicators (IABC) Silver Quill Award, 2014,
The Clear Leader magazine, Lead Designer.

Society for Technical Communication (STC) Award of Excellence, 2012,
The Clear Leader magazine.

IABC Silver Quill Award, 2011, The Clear Leader magazine, Lead Designer.

Employee of the Quarter, in recognition of excellent performance in providing
service to customers and commitment to the company.

PROFESSIONAL AFFILIATIONS

IHAF, In-House Agency Forum
Oilfield Christian Fellowship
Women's Network, Chevron

APDP, Association of Professional Desktop Publishers, Treasurer