

Career Objective and Qualifications

An enthusiastic graphic designer looking to utilize creative and technical design skills . Ability to develop and create brand and corporate identities, advertisements, annual reports, sales collateral for clients, trade show booth graphics and Web material. Used to working in a high-demand, fast-pace environment. Over 12 years of extensive experience in graphic design with a keen sense of design and willingness to work hard both independently or with a team.

Software Skills

Adobe InDesign	Adobe Premiere	Flash	Oracle
Adobe Illustrator	Adobe Bridge	Dreamweaver	Creative Manager
Adobe Photoshop	QuarkXpres	Microsoft Office	

Career Development

Mutual of Omaha • Omaha, Nebraska

Banking and insurance provider

Graphic Designer/Art Production • 2008 to present (temporary position)

Execute all forms creative work as assigned

- Provided graphic support for both banking and insurance markets
- Complete additional marketing support as assigned
- Attend weekly staff meetings to discuss current design issues and updates
- Accurately and consistently track and document all billable hours using software database

ACI Worldwide • Omaha, Nebraska

Industry-leading supplier of electronic payment transaction processing software solutions

Senior Graphic Designer • 2005 to 2008

Created all forms of visual communication materials, including work in layout, design, illustration and pre-press production, as well as Web site materials using publishing software

- Worked closely with IBM to create brochures and diagrams to market the IBM partnership
- Developed new corporate banding for all marketing collateral materials
- Created marketing and sales support materials, including fact sheets, solution brochures, product summaries, product and industry flyers, white papers, sales kits and special projects (Marketing materials also laid out in French, German, Italian and Spanish)
- Built and developed elements of the ACI Web site
- Built diagrams necessary to illustrate ACI product flow with ACI products and other vendors
- Worked with channel marketing teams to develop concepts for trade shows and customer user group meetings along with creating booth graphics, flyers, demo signs, pre-show mailers and e-mails campaigns
- Supported Human Resources, ACI University, Education, Development and all other departments with marketing materials as needed
- Helped ensure quality and accuracy by proofing layouts, producing proof copies for review by editors and revising materials according to edits marked on proofs
- Completed projects with minimal supervision, exercising good judgment and communicating effectively with project managers and other internal customers
- Designed effective layouts from copy, sketches and notes by applying knowledge of company products and marketing objectives
- Acted as design/art/print production advisor to corporate marketing staff
- Met specific deadlines for assigned projects by initiating the appropriate paperwork and arranging for pickup and deliveries of printed materials
- Maintained consistency and brand recognition in marketing materials by adhering to style and format guidelines and maintaining design templates
- Assisted with project management by maintaining records and tracking projects by following procedures for assignment of job numbers and schedules as well as reporting on status of assigned projects
- Managed inventory for marketing collateral along with automatic distribution of new marketing materials and orders placed to offices worldwide

Graphic Designer • 1999 to 2005

Created marketing and sales support materials, including fact sheets, solution brochures, product summaries, product and industry flyers, white papers, sales kits and special projects

- Revised design materials according to written or verbal directions on proofs

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- Contributed ideas for group projects and meetings
- Met deadlines with projects and coordinated out sources for printing of projects
- Maintained consistency in marketing materials by following style and format guidelines along with reporting on status of assigned projects

Senior Area Specialist • 1997 to 1999

Marketing staff support for the Americas

- Initiated, coordinated, controlled and distributed information and materials specific to the sales department
- Developed proposals and requests for information for sales staff to send to potential and current customers
- Assisted sales group with any materials needed to distribute to customers
- Prepared and maintained weekly sales forecast
- Planned and organized all annual user group meetings for customers
- Coordinated and managed annual kick off meeting for the sales staff
- Coordinated all sales customer meetings
- Organized and maintained mailing lists and coordinated mass mailings
- Performed various administrative duties

Area Specialist • 1996 to 1997

Marketing staff support for the Americas

- Assisted sales group with any materials needed to distribute to customers
- Organized and maintain mailing lists and coordinated mass mailings
- Assisted with all meetings the department was responsible for
- Performed various administrative duties

Contemporary Industries Corporation • Omaha, Nebraska

7-eleven convenience stores corporate office – Midwest region

Marketing Office Manager • 1990 to 1996

Managed staff of professionals. Responsible for creation of marketing material development, design, production and distribution

- Supervised marketing office staff
- Interviewed and hired support staff
- Coordinated fund raisers and distributed donations
- Created and published monthly employee newsletter
- Invoiced and collected rebate money from vendors
- Filled individual store signage and supply orders
- Coordinated monthly vendor promotions
- Planned, created, ordered and distributed point-of-sale materials for each month's promotions
- Created and approved monthly newspaper and radio advertisements
- Provided troubleshooting for vendor cost and retail problems (distributions, invoice problems, order guides and price changes)

Education, Workshops, and Training

College of St. Mary, Omaha, NE – Business Administration

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| 2008 • The Creative Suite Conference
Adobe Workshop | 2005 • Seneca Design and Training
Photoshop Level II
Dreamweaver 1 | 2003 • How Design Conference
Designing Attention Grabbing Brochures |
| 2007 • Voices That Matter Conference
Dreamweaver MX
GoLive CS2 | 2004 • Macworld Conference and Expo
InDesign 2
Final Cut Pro 4 | 2002 • Flash 5
Photoshop 7 |
| 2006 • MacLive Conference
Flash MX | | 1998 • Beginning Access
Intermediate Access |
| | | 1997 • ACT 2.0 |

Accomplishments and Awards

- Peak Performer • 1997, 2000, 2003
- President Award • 1996, 2001, 2006