

MICHELLE VAN DEMME

📍 888 Sunflower Drive, Silver Hair, Maryland 22222 📞 (333) 333 0000 ✉ mvandemme@trivia.net

~ (JOB POSITION) ~

*Highly resourceful, with a background in both publishing, marketing communications and print technology
Creative Design and Production solutions, building on thirteen years of design experience,
with skills in print and digital media*

SUMMARY

Enthusiastic and goal-oriented professional skilled in publication conception, design and production. Demonstrate strong abilities in personnel management and customer technical support. Consistent exemplary record of performance encompasses promotions to increasingly responsible positions.

- *Employ high-energy level, attention to detail and ability to reduce errors*
- *Self-directed work style. Anticipate/respond to department and production needs*
- *Solid record of identifying shortcuts and designing products to streamline operations*
- *Personal ethics result in employee performance improvement by example*
- *Skilled in computer applications such as Adobe InDesign 2, QuarkXpress 4, Adobe Illustrator, Adobe Photoshop 5, Adobe Acrobat, FTP software, Microsoft Office and Extensis Portfolio*

AREAS OF EXPERTISE

- Operations Analysis
- Vendor / Distributor Liaison
- Cross Training / Team Building
- Time & Production Management
- Planning & Delegating
- Multimedia Technology
- Imaging Technology
- Quality Assurance

EMPLOYMENT HISTORY

MANAGER, PUBLICATIONS AND PROJECTS

ATM VEINROCK (DIVISION OF UPPC) ▪ ROCKVILLE, MD

2004 – Present

- Manage the website and ensure that the links are working
- Coordinate with the IT department to troubleshoot network problems
- Perform page layout, final QA, and press preparation for the print vendor
- Play an integral part in preparing all the latest IRS documents for the website and CD products as well as the research books
- Supervise the operations of the department
- Collaborate with CPAs for pilot-testing of the CPE courses
- Develop the production schedules for 25 books, 1 monthly CD, and quarterly CD
- Monitor inventory stored at the fulfillment house
- Assess and evaluate performance of the employees
- Generate approximately 25 printed product each season

PRODUCTION SUPERVISOR

CONFIDENTIAL ▪ TOWSON, MD

2000 - 2004

- Managed and directed a team of 12 production artists in a high volume publications department
- Instituted an innovative department structure
- Created a naming conventions intended for files used throughout the company
- Administered upgrades and maintenance of the department's archive library
- Designed templates in both QuarkXPress and Adobe InDesign 2
- Monitored quality control files being sent to printers and via ftp formats
- Worked directly with print-on-demand vendors to guarantee the quality of files sent to print
- Wrote yearly performance reviews
- Aided the manager in developing yearly budget

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EMPLOYMENT HISTORY

(Continued)

SYSTEM ADMINISTRATOR/DESIGNER

WILLIAMS & WILLIAMS ■ BALTIMORE, MD

1996 - 2000

- Handled maintenance and upgrades of Macintosh computers in the department
- Played an integral part in setting up the company's first web pages and a library and archive system and procedures
- Constructed a naming conventions for electronic files
- Facilitated training for new personnel
- Designed and produced medical society journals, and other print pieces

GRAPHIC DESIGNER

THE STATIONERY PAD ■ HAGERSTOWN, MD

1993 - 1995

- Created and produced catalogs for direct mail
- Administered maintenance of equipment and organization of archive data
- Instituted procedures for work flow
- Planned and organized studio schedule and delegated jobs to artists
- Collaborated with pre-press vendors for output of 4-color film and proofs
- Coordinated photography shoots and attended press checks

ART DEPARTMENT SUPERVISOR

FREDERICK PRINTING PRESS ■ FREDERICK, MD

1988 - 1993

- Generated various printed materials
- Established a service bureau in Frederick
- Monitored the performance of one designer and one typesetter
- Maintained and updated various equipment and software

EDUCATION

ASSOCIATE DEGREE IN GENERAL STUDIES WITH EMPHASIS ON COMPUTER PROGRAMMING

1985

- CATONSVILLE COMMUNITY COLLEGE, US-MD-CATONSVILLE

COLLEGE COURSEWORK

- TOWSON UNIVERSITY, US-MD-TOWSON