

**WORK HISTORY**

10/05 - present      Self-employed @ JM Publishing  
*Coordination of multiple publications ranging from full-color glossy magazines to black and white newspapers with international distribution up to 12,000 in the non-profit, law enforcement and legislative communities.*

10/99 - 10/05      Midwest Publishing Inc. (MPI), Publication Designer

02/97 - 06/99      Kinko's, Computer Services Consultant - Desktop Publishing  
 & Business Printing Coordinator

09/93 - 02/97      Bank One, Proof Corrections

**SKILLS**

Software: Proficient in Adobe CS 5.1 and Microsoft Office 2010

Digital pre-press including: Conception, production and distribution of professional marketing materials, newspapers and full-color magazines.

Qualifications: Works well with little or no supervision, able to prioritize multiple tasks, meet deadlines under pressure; excellent organizational skills; minor office technology troubleshooting and coworker training

Communication: Strong written and verbal communication skills including oral presentations, group communication and problem solving; excellent telephone etiquette and diplomacy skills.

**RECOGNITION/AWARDS**

July, 2010 *Fountain Hills Times* Article  
 Friends of Government Canyon State Natural Area Haiku/Photo Display  
 AMVETS National Award for Best Publication *Michigan AMVETS News & Minnesota AMVETS News*  
 @ MPI - chosen by management to attend annual company trip based on merit.  
 @ Kinko's - Numerous Customer Service Satisfaction Awards  
 @ Bank One - .00 quality rating (perfect) - three months consecutively; monthly service excellence awards based on above average production levels; team player and recognition awards; employee of the month.

**PROFESSIONAL TRAINING**

Principles of Sustainable Development  
 Certified Texas Master Naturalist - 2009-2011  
 Project Wild Certificate of Professional Development  
 Adobe Certified Associate Program - Foundations of Web Design CS3  
 Management Training courses: Color Theory, Digital Processing & Printing, 110% Customer Satisfaction, Interviewing and Profit and Loss

**SPECIAL PROJECTS**

- *Media and Technology Chair*, Alamo Area Chapter Texas Master Naturalists from 2009-2010
- *Agent* - The Overtime Theater from 2008-2010
- *Director of Media Relations*, Valley Aircraft Restoration Society from 1999-2002
- *Newsletter Editor*, Ninety-Nines (international organization of women pilots) from May 2000-2002
- Produced training manual for Bank One and trained coworkers on new pc-workstations/software