

Computer Skills

Platforms Programs

Macintosh · PC
InDesign CS4 · Photoshop CS4 · Illustrator CS4
Flash CS4 · Dreamweaver CS4 · Acrobat

Professional Experience

Design / Layout Skills

- Composed layouts for brochures, flyers, newsletters and promo items.
- Skilled in color correcting, retouching, formatting and placing images.
- Designed and sold printed products to clients.

Typography / InDesign Skills

- Utilized master pages and style sheets for documents.
- Skilled in creating, editing, spell checking and placing copy.
- Set up baseline grids, tabs, tables and layers.

Computer Skills

- Advanced understanding of InDesign, Photoshop and Illustrator.
- Created and maintained over a dozen websites.
- Photographed and compiled pictures for digital placement.

Education History

Austin Community College – Austin, TX
Completed 3 semesters with honors towards a degree in Graphic Arts Technology.
Chubb Computer Training – Branchburg, NJ
Computer Programming Certification
Polk College – Winter Haven, FL
Completed 3 semesters

Work Experience

05/10 - Present
Austin Woman Magazine Austin, TX **Intern**
09/08 – Present
Westlake Medical Center Austin, TX **Nutrition**
07/06 – 05/09
Our Rock Printing Flemington, NJ **Designer**
09/05 – 09/07
D.E. Restaurants Melbourne, FL **Systems Mgr**
09/99 – 08/05
Chubb Insurance Group Warren, NJ **I/T**

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Portfolio Available @
www.dwPoore.com