INTERESTS

Creative, diverse, and usability-oriented project opportunities like Web Producer/Publisher ~ Interactive Designer ~ UI/UX Designer ~ Creative-Related Program Manager ~ Graphic Designer ~ Communications Specialist ~ Print/Web Hybrid ~ Content Editor

CAPABILITIES

- 15+ years of design, coordination & production - web and print
- Design concept, wireframes, comps, and finals
- Print: brochures, flyers, collateral, publications, ads, signage, posters, direct mail, annual reports, etc.
- Media: web, presentations, revisions, animation, wikis, CMS, intranets
- Reinforcement of corporate branding, identity, and messages in design and revision
- Development of training presentations and materials, class curriculum, style guides and procedure manuals
- Cost-effective project management which streamlines, cuts costs, beats deadlines, and satisfies clients

PROJECTS

- Curriculum/teaching web site and content, Seattle Central Community College
- GHC.org Health and Wellness Information web site, Group Health
- Website design/production, Imperium Renewables
- Next-Generation 737 intranet web site, Boeing
- Trust & Engagement branding and Toolbox design, Boeing
- Security Posters and brochure, Washington State Ferries
- 3 dozen websites produced, The Cobalt Group
- Dozens of property flyers, mailers, & newsletters, CB Richard Ellis
- Design/layout/production, various publications
- Template design of customer materials, TCS Expeditions

TOOLKIT

Design: InDesign, PageMaker, Quark Xpress, MS Publisher, Photoshop, PhotoEditor, FreeHand, Illustrator, CS2, CS3, CS4
Web/Media: Dreamweaver, CMS, Wikis, Flash, SharePoint, VS05/08, XHTML, CSS, XML, ASP.Net, PHP, JavaScript
Projects: MS Project, MS Office 2000, 2003, 2007 - Word, Excel, Access, PowerPoint, Outlook; EndNote, ProCite

DISCIPLINE

Web Development Certificate, South Seattle Community College
Interactive Multimedia Certificate with Honors, Highline Community College
Graphic Design AAS with Honors/1999 Portfolio Show First Prize, Highline Community College
Bachelor of Arts, University of Washington

KEYWORDS

Web design, graphic design, webmaster, interactive design, user interface, project manager, marketing, marcom, integrated visual communications, print collateral, training, instructor, intranet, presentations, graphics, photography, wiki, cms, branding, identity, document design, editing, information design, proofreading, writing, publishing, communications planning, coordinating, microsoft office, adobe cs2, cs3, cs4, nitra, teamsite, incontext, freelancing, studiobast, xhtml, css, xml, ux, ui, php, databases, seattle freelance examiner, wordpress, dreamweaver, photoshop, illustrator, indesign, flash

SERVICE

Bast Media, Inc., Seattle WA , Principal & Designer, 06/1996-Present
Creative communications: cost-effective freelance, contract & pro-bono print/web design, publishing, & writing. Produce advertising, promo designs, collateral, campaigns, & websites. Freelance includes Digital Eve, Imperium Renewables, FareStart, & Seattle Chamber of Commerce. Worked contract design jobs (see Contract Agencies, below). Tools used: PC, Adobe CS2/CS3/Cs4, Macromedia, MS Office/Visual Studio/Expression, Flash, XHTML/CSS, JavaScript.

Seattle Central Community College, Seattle WA, Instructor, 01/2009-Present
Teach web design/production, web career, Photoshop and Illustrator classes, and have been a teaching assistant for beginning and intermediate web production classes. Create curriculum, online tools and resources for students, and completed Angel training for online instruction opportunities.

Group Health, Seattle WA, Web Editor 2009; DB Conversions, 12/2007-09/2008; Coordinator, 2001-2006
Web and content production for ghc.org Health & Wellness Resources migration launched Aug. 2009. Developed CHS SharePoint site.content about completed EndNote database conversion project. Developed & revised Sponsored Care Program info / materials for patients and staff, including department intranet, trainings, letters, forms & brochures. Drafted operational policies & procedures. Handled traffic coordination: organized projects, timelines, workflow, etc.

Boeing 737 Programs, Renton WA, Renton Site Contract Communications Specialist, 09/2008-12/2008
Provided communications counsel to Renton Site leaders and internal / limited external communications on overall Renton site issues. Provided communication support for EHS, Global Corporate Citizenship, Site Services, Jet City, site newsletters, etc. Communications plan creation and assistance for Renton Site Contingency planning and Renton Trust and Engagement sub teams. Projects include web design of Engagement toolbox, web design/production of Next-Generation 737 Web site, and production of Renton/Boeing Field site updates and Renton Backgrounder.

South Seattle Community College, Seattle WA, Designer & Student TechLab Mentor, 09/2007-03/2008
Designer on The Sentinel newspaper. Student mentor in technical lab – handled questions and issues regarding programs, assignments, general design knowledge. Tools used: Mac and PC, all Adobe CS, Macromedia, MS Office/VS, hand coding/CSS, Flash, JavaScript, ASP.Net, PHP, mySQL, SQL, etc.

The Cobalt Group, Seattle WA, Contract Web Producer, 06/2006-07/2006
Built 36+ automotive dealership sites (GM project) in 2 months. Tools used: PC, Nitra CMS, HTML, Photoshop, Oracle, and related CMS support programs.

CB Richard Ellis, Seattle WA, Marketing Coordinator/Designer, 12/1999-04/2001
Planned, designed and produced hundreds of client-driven marketing projects: advertising, publications, promotional displays, web design/content, forms, etc. Developed effective procedures, templates, & shortcuts to promote efficient design workflow. Built regional marketing and graphic design resources and integrated department functions by creating tracking and evaluation systems. Tools used: PC, Adobe Pre-CS, Homesite, Freehand, MS Office.

Highline Community College, Seattle WA, Web/Graphic Designer, 03/1998-06/2003
Built web sites. Produced Student Programs' graphic design projects for student associations: flyers, brochures, cards, calendars, posters, etc. Designed Women's Programs displays. Edited and produced the Highline Artist Guild newsletter. Tools used: Mac, Adobe Pre-CS, Flash, Macromedia, MS Office.

Providence Health Plans, Seattle WA, Communications Project Assistant, 04/1995-08/1998
Designed, produced, edited and proofread marketing materials: brochures, postcards, flyers, advertisements, cards, lists, letters, and manuals. Coordinated print & mail jobs with vendors, including quotes, bluelines, and schedules. Tools used: PC & Mac, Adobe Pre-CS, MS Office.

Contract agencies, Seattle WA, Contract Designer, 04/2001-Present
Contract graphic/web and related work through agencies including SmartDept, Parker Technical, 24Seven, PACE Staffing, & Kelly Services. Contracts with Bocada, WA State Ferries, Perkins Coie, Walsh Construction, Group Health, TCS Expeditions. Tools used: PC and Mac, Adobe CS, Macromedia, MS Office, hand coding/CSS, Wiki, CMS, whatever I learn on-the-job.