

graphic designer

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profile

Graphic designer, highly motivated, creative, and versatile in the design and publishing field. Exceptional interpersonal skills with team / staff members. Accomplished at incorporating the desires of the client with a superior design solution.

software

Mac & PC : InDesign : Illustrator : Photoshop : Acrobat : InCopy : Quark Xpress : ALS Pagination : Microsoft Word : Microsoft Excel : Microsoft Powerpoint : Microsoft Outlook : Ad Power : Crystal Reports : Woodwing Media Bank : iMovie : Final Cut

employment

**HOUGHTON MIFFLIN HARCOURT : FREELANCE GRAPHIC DESIGNER : January 2018 -**

- Position requires the design of various material appearing in English and Spanish educational workbooks/textbooks. Tasks include photo retouching, page design/layout, & photo research. Use of industry standard MAC software and pre-press knowledge essential.

**SUPPORT-A-CIRCLE : FREELANCE GRAPHIC DESIGNER : SUMMER 2017**

- Designer of marketing and advertising material appearing in various educational publications directed at schools in the Northern New Jersey area.

**NATURE'S BOUNTY : FREELANCE GRAPHIC DESIGNER : SPRING 2017**

- Graphic designer for the company's SOLGAR BRAND department. Position requires the design of various material including print advertising, in-store display pieces, web advertising, package design, file preparation, and product photo shoots. Use of industry standard MAC software and pre-press knowledge essential.

**HOUGHTON MIFFLIN HARCOURT : FREELANCE GRAPHIC DESIGNER : SPRING 2016**

- Graphic designer for the company's *Real Book* educational project. Position requires the design of various print material with tasks including photo retouching, page design/layout, & photo research. Use of industry standard MAC software and pre-press knowledge essential.

**SCHOLASTIC BOOKS : PERMALANCE GRAPHIC DESIGNER : 2009 - 2015**

- Graphic designer for the company's education department, along with their magazine, *Scholastic Parent & Child Magazine*. Position requires the design of various material appearing in textbooks and workbooks, along with marketing pieces, and digital/web related promotional work, including web banners and hub pages. Daily tasks involved communication amongst other departments including photo and production. Use of industry standard MAC creative suite software and pre-press knowledge essential.

**THE NEW YORK SUN : ASSISTANT PRODUCTION MANAGER / GRAPHIC DESIGNER : 2003 - 2008**

- Aiding in / handling all production aspects of the daily newspaper. Duties involve, but not limited to, arranging layout (mapping) of ads within the paper, designing advertisements, handling all file preparation, and working with and / or acting as liaison to various other departments prior to daily publication. Use of standard MAC software and pre-press knowledge essential. Resolved managerial aspects and acting as department head, when required.

**DEUTSCH ADVERTISING : GRAPHIC ARTIST : 1999-2002**

- Responsibilities included handling all file preparation of work before sending out to publication. Position also required the production skills of mechanical creation, mounting, assembly, scanning and boarding for presentation purposes. Major clients included Tommy Hilfiger, Snapple, Courvoisier, GNC, Domino's, Verizon and Almay.

**RESTAURANT BUSINESS MAGAZINE (VNU MEDIA) : ASSISTANT ART DIRECTOR : 1998-1999**

- Handled the designing of one third of every issue of this trade magazine. Knowledge of layout, typography, color, and photography essential. Daily tasks included communication with photographers, printers, and any individuals/companies that may have been involved in any of the magazine's articles.

**RUBIES COSTUME COMPANY : PRODUCTION ARTIST, FREELANCE : 1998**

- Handled production and design work for their 1999 catalog. Quark, Photoshop, and Illustrator essential.

**BROADCAST DESIGN (ASIA) : ART DIRECTOR : 1997-1998**

- Created / oversaw all graphic imagery used for local television programs, commercials, and music videos. Duties included the creation of on-air graphics, advertising layout and chroma key work.

**THE QUEENS COURIER NEWSPAPER : GRAPHIC DESIGNER : 1994-1997**

- Designing advertisements for local businesses. Thorough knowledge of newspaper design, mechanical work and appropriate design software essential.

**MARVEL COMICS : PRODUCTION ASSISTANT, FREELANCE : 1996**

- Involved in various aspects of production for magazines published through their "Marvel Music" department.

References available upon request. Portfolio can be viewed at [www.rubinekso.com](http://www.rubinekso.com).