

Diana Simon

<http://dianasimon.net/>

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Summary of Qualifications

graphic design web design & development pre-press production

- 10+ years of experience
- strong typography background
- pre-flight specialist
- job flow management
- web site maintenance

computer & software

- Mac or PC OS
- QuarkXPress
- Indesign
- FlightCheck
- Illustrator
- Acrobat
- Photoshop
- Flash & Actionscript 3.0
- Dreamweaver
- XHTML & CSS
- Database connectivity
- PHP & mySQL
- Javascript
- WordPress CMS

web projects

Design & maintenance of web sites:

<http://mileybright.com/>

<http://akumal-getaway.com/>

<http://halfmoonbay-mx.com/>

<http://captainmorganboats.com/>

Objective

A position utilizing my background in graphic design, print publication, web site design and development. Interested in working with an innovative and creative design studio or inhouse corporate design department. Offering full-time or contract assistance working in a team environment managing and producing high-quality projects. Will work on site or from my office.

Work History

2006 – present **design & marketing of web sites**

management & promotion of start-up businesses

- Mileybright Farmhouse Bed & Breakfast in Avondale Estates.
- dtour, a reservation service for vacation rental properties in western North Carolina and Akumal, Q.Roo, Mexico.
- Akumal Getaway, LLC, a reservation service for vacation rental properties on Half Moon Bay in Akumal, Q.Roo, Mexico.

1998 – 2008

stein communications — educational marketing

affiliated with Williams Printing Company pre-flight computer production specialist

- Managed pre-flight production guaranteeing that all files sent to Williams or outside print vendors were clean and ready for press.
- Assisted designers and client services to prepare and edit documents for final client approval.
- Quality control: cleaned up typography (kerning, leading, bad breaks, etc.), checked for and corrected resolution of images and vector art placed in documents, set up bleeds and adjusted text in crossovers or tight gutters, checked and adjusted for pushout, created die guides, confirmed Business Reply Mail met postal regulations, implemented spell check, and adjusted font styles and color palette to meet final project specifications.
- Managed computer network back-up.

1990 – 1998

freelance computer production for Atlanta design studios: Corporate Reports, Concept2 Design, TW Design, Vachon Design freelance computer production artist

- Worked closely with award-winning designers, writers and client services.
- Responsible for typesetting and computer production of annual reports and corporate support print materials for major Atlanta corporations.

1987 – 1990

DCA — manufacturer of computer hardware/software managed in-house creative services graphics studio

- Assisted designers and directed freelance production staff.
- Responsible for coordination and supervision of production for documentation, packaging, annual reports and marketing collateral.

Education

Bachelor of Fine Arts — Valdosta State College

Certificate — CIS Internet Specialist Web Site Developer — GPA 3.90, Chattahoochee Technical College