

Michelle Reed

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EDUCATION

Art Institute Online, Pittsburgh, PA

Associates of Science—Graphic Design: 3.9 GPA, Honors Graduate in December, 2005

Vanguard Sentinel, Tiffin, OH

Small Business Management Courses Completed

Gannett, Fremont, OH

Completed graded course for Flash

HONORS

Past recipient of the Merit Scholarship for exceptional grades

President's List honors of the Institute

Bronze Award recipient from the American Association of Webmasters

EXPERIENCE SUMMARY

Graphic Artist for the Fremont News Messenger/Gannett/NNCO

Works with sales reps to create, coordinate, and implement all the design, layout, typesetting, proofing, etc. of special advertising projects and sections; spec and production ads; ad campaigns; special section covers.

Freelance artist / entrepreneur / small business owner

Design Newsletters, PR Announcements, Business Cards, Brochures

Website design, development and management

Office Management

Basic accounting, reception duties and office practices

Client liaison, marketing, help trouble shoot with clients

Organize various projects from beginning to completion

Preparation of final design product

Process electronic files, both sending and receiving, for publication.

Planned schedules and budgets

Delegate jobs to assigned employees

Correspond through email/fax/phone

Log daily and weekly reports

Edit and proofread reports and other material, completed accurate forms

Maintained paperwork in well-organized professional manner

Successfully telecommute job responsibilities

Installation and configuration of office hardware, software and operating systems

Assisting employees with various technical issues including: network and software configuration, desktop system performance, maintenance procedures, as well as general computer knowledge and customer service issues

Successfully pioneered various groups, organizations and associations

TECHNICAL SKILLS

Proficient in Windows & Mac OS platforms, Microsoft Office, Adobe Creative Suite, DreamWeaver, Flash

Experience with AdTracker, ad design and layout management software

Internet browsers-- AOL, Netscape, Explorer, Opera, Mozilla Firefox, Safari

Email programs-- Outlook, Eudora, Entourage, various free online email systems

Knowledge of maintaining chat mediums, newsgroups, online forums, message boards

Experience with SEO and Social Networking mediums

High attention to detail and organization

Problem solving ability with the capability to multi-task.

Swift learning capabilities of unfamiliar computer programs and other systems

ACCOMPLISHMENTS

Successful Small Business and Trade Association Owner

Successful Website Developer

Works published in the University of Toledo's Spectrum Newspaper

Works published in local media

AFFILIATIONS

School Parent Volunteer and Cub Scout Leader

Virtual Portfolio at: www.majestikcreations.com