

Lindsey Roe

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Professional Profile

Process-oriented graphic artist with solid Mac-focused information technology experience seeks to apply a meticulous sense of organization and balance to your graphic design and technology needs. Accustomed to handling collateral, computers, and sticky situations. Exceptional ability to discover problems and inefficiencies and find solutions for them.

Portfolio

<http://www.LindseyRoe.com>

Skills

- » Proficient in team environments and adept at self-direction.
- » Curious, open listener supported by refined verbal and written communication skills.
- » Proven effective at prioritizing tasks and projects to meet tight deadlines.
- » Flexible to changing workloads and responsibilities.
- » Certified and professionally experienced with Mac systems; practical knowledge of PC systems.
- » Knowledge-focused active learner with a passion for technology.

Software

- » Adobe Acrobat, Bridge, Illustrator, InDesign, and Photoshop CS3–CS5
- » Microsoft Office Suite
- » Roxio Retrospect 8
- » Apple Terminal, Console, and Activity Monitor

Recent Professional Experience

Graphic Designer and Production Coordinator

Kaiser Permanente (Rockville, MD) ◇ Jan. 2009–Oct. 2010

- Designed posters, brochures, booklets, postcards, and other collateral to national corporate standards and styles.
- Organized thousands of digital asset files into a logical and browsable structure.
- Researched, acquired, and archived dozens of royalty-free and rights-managed photography assets.
- Collaborated with the production manager on post-design tasks such as file output, project tracking, and vendor communication.
- Provided professional, certified IT support to the Mac workstations and Xserve file server.
- Led research, budgeting, and acquisition of Mac hardware, Mac software, and technology accessories.
- Tested, modified, and cataloged department forms and procedures; created interactive, PDF-based versions of forms to streamline workflow.
- Reviewed 10 years of previous projects to conform with government-mandated compliance laws.

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Senior Graphic Design Specialist

Corporate Executive Board (Rosslyn, VA) ◇ Jul. 2005–May 2008

- Managed multiple design projects across varied time frames, ranging from single-page documents to large studies.
- Coordinated layout and illustration work across team members.
- Created vector illustrations to client specifications.
- Performed editing of content—proofreading, spellchecking, and stylechecking—in line with established manual of style.
- Enforced image copyright checking and permissions.
- Pressure-tested department processes, and conceived and implemented improvements.

Design and Illustration Contractor

BOSS Staffing (Bethesda, MD) ◇ Apr. 2005–Jul. 2005

- Assisted BOSS Staffing clients with their graphic design and illustration needs on an as-needed basis.

Administrative/Marketing Assistant

Stephenson Printing (Alexandria, VA) ◇ Sep. 2004–Mar. 2005

- Executed various administrative tasks, including letter writing, shipping, and calling of contacts.
- Acted as an assistant in accounting, government relations, and human resources.
- Managed vendor audits, created government reports, and helped to maintain health benefit and payroll information.

Web and Graphic Design Intern

Cornerstone Media Solutions (Oswego, NY) ◇ Jan. 2004–May 2004

- Created complete web site projects, including graphics and information structure, as led by the art director.
- Designed supplemental print collateral, including posters and brochures.
- Performed general computer maintenance of PC and Linux workstations.

Art and Graphic Design Tutor

SUNY Oswego Office of Learning Services (Oswego, NY) ◇ Oct. 2002–Dec. 2003

- Tutored multiple students in art, art history, and graphic design.

Education

Bachelor of Arts (B.A.) with a Studio Emphasis: Graphic Design Business Minor in Marketing

State University of New York at Oswego (Oswego, NY) ◇ Summa Cum Laude

Associate in Applied Arts (A.A.A.): Fine Arts

Northern Virginia Community College (Annandale, VA) ◇ Summa Cum Laude