

Misty Shaw

12782 GROVEVIEW ST., #B, GARDEN GROVE, CA 92840 • (949) 351-4242 • MISTYSHAW@GMAIL.COM

Summary of Qualifications

- Able to coordinate multiple projects and meet deadlines under pressure
- Flexible in responding to constantly changing assignments
- Attention to details and strong follow through
- Enthusiastic, creative and willing to assume increased responsibility

Software Skills

Adobe Photoshop	Adobe InCopy	Dreamweaver	CSS
Adobe Illustrator	QuarkXPress	Flash	JavaScript
Adobe InDesign	Adobe PageMaker	XHTML	SEO

Relevant Skills

- Experienced with using master pages and style sheets to create and modify documents
- Proficient in using computer applications to automate tasks
- Ability to correspond with clients about the planning and progress of orders
- Familiar with Macintosh and PC diagnostics, in addition to basic repairs
- Provided support and training to staff for using computer applications
- Can communicate complex technical matters into layman's terms
- Ability to hand-code XHTML and CSS
- Experience with page layout design

Career Development

CONTRACT WORK—Production Artist / Graphic Designer

2006 to PRESENT

Utilized my skills as a Production Artist for many firms in the industries of advertising, direct mail, food service, pharmaceuticals, nutraceuticals, interior design, life insurance, fencing, and women's apparel. I collaborated with teams of marketing associates to produce items that helped promote the firm's products or the products of their clients. My duties ranged from producing flyers and mailers, laying out ads, editing small and large catalogs, drawing illustrations, editing art for packages, producing spec sheets, and arranging large-format posters. I've contracted with firms such as Cambro, Campbell Mithun, Phenomenex, Dentsu Next, JBI Interiors, Rauxa Direct, Nikken, Metagenics, Pacific Life, Master Halco, and Draper's & Damon's.

TEACHER CREATED MATERIALS—Production Artist

2005 to 2006

Worked for a manufacturer/distributor of printed educational products for secondary school educators. This position relied on me to be deadline oriented and pay meticulous attention to detail. Duties included layout production, typesetting, editing, and light proofreading.

REUNION PHOTOGRAPHERS—Production Artist

1998 to 2005

Worked for a company that specialized in high school and family reunions. Over ninety percent of the projects assigned were a direct result of the events arranged for the client, and required a speedy and reliable turnaround. Duties included design and layout of reunion memory books, design and production of company collateral, logo design, web design and maintenance, and working with photo vendors.

Education

Associate in Arts degree, 2005, Orange Coast College (Costa Mesa, California)
References gladly supplied upon request.