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Summary of Skills

- Comprehensive Writing and Graphic Design: Concept and Production of all forms of printed and electronic media: Brochures, Collateral, POP Display and Signage, Labeling, Packaging, Magazine & Newspaper Advertising Campaigns, Catalogs, Presentations, Direct Mail, Book Design, Rebranding, Websites & CD-Rom design. Extensive Project Management.
- Experienced Technical and Copy Writer.
- Expert user of Adobe Creative Suite: InDesign, Photoshop, Illustrator, Acrobat. PowerPoint, QuarkXPress. Fluent in Dreamweaver, MSWord, Excel, PageMaker, FrameMaker. Equally at home in PC & Macintosh Networked Environments. General computer troubleshooting skills.
- Experienced in all aspects of Pre-press. Managed virtually all projects in this resume from concept/design through comp, layout, file prep, pre-press, vendor interface and press proof.
- Experienced Illustrator (Technical & Editorial, Electronic & Traditional Media) and Photographer. Video Editing and Direction. Cartooning and Animation. Color Correction, Image Compositing and Retouching. *Fluent in French.*

Summary of Employment *(For Summary of Consulting Projects 2006-2009, see below)*

- **Becton Dickinson – R&D Packaging Documentation Coordinator** *Feb., 2022 - Present)*
- Contract Position; Design, Production and coordination of CR approval process of computerized packaging and labeling for Medical Devices.
- **InTEST Thermal –Technical Writer II/Designer** *Jan. 1, 2017 - May 18, 2020 (Covid Layoff)*
- Coordinated and executed all Technical Documentation for inTEST Thermal Solutions and related divisions. Technical Writing, Graphic Design and Photography. User Manuals, Data Sheets, Web Graphics, Signage, Labelling, Logo Design. Daily interaction with Engineering and Manufacturing to obtain all necessary information and materials. Designed and produced Marketing materials such as Trade Show Backdrops, Sales Sheets and Posters, Rebranding.
- **Siemens POC – Labeling Graphics Project Coordinator** *Oct. 2015 – March 2016*
- Contract Position; Coordinated Graphics & Translation for Labeling & Packaging of Medical Products
- **Smiths Medical – Senior Graphic Designer** *July 2009 – May, 2015 (Facility moved to MN)*
- Responsible for Design, Creation and Maintenance of Packaging, Technical Documentation and Labeling for Fluid Warming and Respiratory Groups. Created new, and modified existing Technical Illustrations for Documentation and Marketing use. Maintained Corporate Branding Standards and Regulatory Compliance. Designed and developed In-House Corporate Signage. Responsible for design and execution of annual Environmental Report, including Photography of facility work areas and procedures for same. Redesigned existing Technical Specification Sheet format for automatic updating and accuracy of revised content. Responsible for training and supervision of temp designers. Extensive Rebranding. Rewrote company Graphic Design Process SOPs to reflect Industry Standards.

Freelance:

- Major Consulting and Free-Lance projects for Hasbro, Avco Research, Northrup Aviation, Hughes Aircraft, Data General, Digital Equipment, Dennison, Market Basket, Roche Brothers, Raytheon. Concentration in Packaging/collateral and Marketing Presentations. Designed and produced Technical Documentation, Promotional and Educational Materials, Photography, Consumer Canvassing materials and Mailings for a wide variety of High-tech clients, such as Toshiba, Analogic, Dynisco, Datasonics, Coulter, Sequoia, Sepracor, Whistler.

Education:

- Boston University School of Fine Arts
- New England School of Photography
- Cambridge Rindge and Latin School