

To Whom It May Concern:

I am a design specialist with experience in graphics, page layout, technical writing and web design. I have used my experience in producing many different documents including brochures, flyers, catalogs, direct mail pieces, corporate advertisements, newsletters, corporate stationery, installation manuals and forms for print.

For my web experience, I have produced digital interactive teaching files using Dreamweaver, hand-coding HTML/XHTML, and have experience with editing or creating proper CSS, and JavaScript code. I have also created websites including URL name, registration, obtain site hosting, as well as web site and email maintenance and site maintenance designing entire site for companies and freelance (self-employment) clients.

I have exceptional writing and grammar skills and though I usually perform independently and do not require supervision, I maintain a supporting roll for the team environment working with fellow colleagues and outside clients to ensure accuracy on all documents to be created.

My experience was acquired through formal education, continued education courses and from managing assignments for companies in-house, freelancing, and by contracts through personnel agencies and acquiring knowledge of similar programs to assist in my efficiency. I am currently trying to finish up my Masters of Science in Graphic Art.

Please review my résumé. If you have any questions or would like to call my references, please do not hesitate to ask. I will reply promptly.

Sincerely,

Michèle Richter
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