

# Michèle A. Richter

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## SOFTWARE SKILLS

- ◆ Adobe Illustrator, Photoshop
- ◆ Adobe InDesign, PageMaker
- ◆ HTML, XHTML, CSS, JavaScript
- ◆ Macromedia Dreamweaver
- ◆ Macromedia Flash, Fireworks
- ◆ Microsoft FrontPage, Internet Explorer
- ◆ Microsoft Outlook, Express, Publisher
- ◆ Microsoft Word, Excel, PowerPoint
- ◆ Mozilla FireFox, Thunderbird

## QUALITIES

- Professional, self-motivated, detail-oriented, strong creative and artistic design skills
- Outstanding "I Can Do That" Attitude
- Problem solver
- Quick software comprehension and implementation
- Project research, consulting, development and design
- Experienced with printing and publishing industry
- Knowledgeable of and how-to Copyright and Trademark documents
- Comprehend four-color processing, offset printing and blue-line copies
- Ability to:
  - Work independently with little or no supervision
  - Work in a fast-paced and/or deadline driven department
  - Work on projects from design conception to finished document
  - Convey thoughts and ideas in a clear and concise manner

## EXPERIENCE & RECENT EMPLOYMENT HISTORY (1998 through present)

### **Part-time Self-employment**

- Web site maintenance for JW Designs (Golf Manor Synagogue) (11/2007-present)
- Web site maintenance for Trusty Insurance Agency (03/2003-present)
- Independent Provider for a consumer of the Butler County MRDD program (5/15-present)

### **Key Personnel Services**

Graphic Artist at Hamilton Fixture Temporary Assignment (02/22-2/27/2008)

- Create Instructional Manual
- Manipulate graphics for Manual
- Proofread, fix errors in text
- Use press to create a hard copy of manual

Accomplishments: Finished manual in less than 28 hours – was told it was an 80-hour project. Acquired new referral.

### **Go ZapIT**

Associate Web Developer (03/26-5/10/2007)

- Assisted senior web developers.
- Created new web pages from templates, image manipulation
- Email maintenance, Assisted with other office duties.
- Provided research and development of new strategies for their company website

### **Premium Personnel**

Production Artist at CIP International 3 month Contract (09/08-12/04/2006)

- Re-created rendered artwork to designers and clients agreed specifications.

### **OfficeTeam**

Marketing Assistant at TP Mechanical 6 week Contract (05/24-06/30/2006)

- Re-organize marketing materials, deleting old files, yet saving impertinent information into an excel worksheets and an overall document of several worksheets.
- Placed all documents on company intranet for all marketers to have easy access.
- Assisted in marketing materials construction, packing and shipping, and distributing marketing materials.

Accomplishments: Finished organization of materials in five weeks. Acquired new friends and a referral.

## **PrintProd, Inc.**

Web Designer (07/27-10/05/2005)

- Create web site, SEO.
- Suggested URL name: www.printprodinc.com. Registered name, created original layout, pages, graphics, and necessary prose for site.
- Created, updated graphics for camera-ready image and design layout to produce industrial tags
- Generated entire computer file for assigned projects
- Managed projects and performed efficiently in a deadline driven environment
- Tracked status of each project and ensured projects went to print error-free and met client specifications
- Assisted customer service with quoting, tag processing, filing, and preparing samples to send to perspective new and current clients.

Accomplishments: saved Company over \$250 per year on web site registration and hosting. Created main domain name, registered and acquired better hosting at a lower price.

## **OfficeTeam**

Desktop Publisher at St. Elizabeth Medical Center – 6 month Contract (01/07-06/24/2005)

- Applied barcodes to pre-existing forms (MAC-based).
- Re-created 1000+ forms using Design Studio for OptioServer. (PC-based)
- Assisted medical records by scanning documents into digital filing system, new scan system testing and update electronic literature.

Accomplishments: Finished creating 1500+ forms for new print server. Taught print shop manager how to look for similarities between OptioDesign Studio and Adobe PageMaker by using pixels versus inches.

## **Crown Services**

Media Designer at ProScan Imaging / 6 month Contract (5/26-11/19/2004)

- Replaced background on PowerPoint presentations with newly created background imagery.
- Proofread educational text for misspellings and sentence structure errors.
- Created new interactive educational products utilizing Macromedia Dreamweaver, hand-coding HTML and JavaScript. (Shoulder, Hand and Wrist, Knee, Abdomen and Pelvis [2004] (Educational Lessons on CD-ROM)
- Created MRI Total Body Atlas Volume III book on CD-ROM
- Reduced previous version size by fixing coding and scripting errors plus ridding of unused code within each volumes and reducing image sizing. This provided a smaller document on CD-ROM, which enabled the program to load faster than the previous editions. (Breast 2004).
- Managed projects and performed efficiently in a deadline driven environment

Accomplishments: Acquired new referrals, a network contact, and freelance authoring.

## **Auto Body Panels, Inc.**

Desktop Publishing/Graphic Design (08/30/1999-07/16/2003)

- Created and designed all print material including yearly catalog, supplement catalogs, flyers, forms, post cards, company stationery, second website, business cards and updated color scheme on logo.
- Created all layouts and images for all printed matter including newsletters, Yellow Page directories, local magazine advertisements, car show advertisements, web site and promotional items.
- Generated entire computer file for assigned projects, manage projects and performed efficiently in a deadline driven environment
- Tracked status of each project and ensured projects went to print error-free and met management specifications
- Researched competitors' products and services, web sites and advertising strategies
- Assisted co-workers with software applications (MS Office, email and Adobe Acrobat)
- Copyrighting and Trade marking of business documents and logos.

Accomplishments: Acquired three referrals and new friends. Savings on web hosting and domain registration, brought web implementation in-house, acquired free professional color printer, which saved funds on outsourcing a majority of printing on sale flyers and business cards.

## **Part-time Self-employment - Graphic and Web Design, Desktop Publishing (1994-present):**

- Client list: Mums & Mates, Inspirations of Light, Old Savannah Tours, SY Cobb, BM LaGory, R & S Zumwalde, ZE Darnier, Ace Hardware & Electric, Preacher's Tavern, Half-Moon Saloon, Trusty Insurance Agency, Access Computers, Shim Inc., Top Yard, LLC., Unitherm Inc., ProScan Imaging, Treasures from the Attic, AFWES, SBTMan.
- Most recent accomplishment: Maintenance for Golf Manor Synagogue Web Site – Cincinnati, Ohio.
- Created and provided creative solutions for print and web solutions based on client's competitor research and strategy of the clients' goals. Solutions included: development of brochures, direct mail, advertising, newsletters, posters, and web site creation or update in design while ensuring consistent brand image and voice while working on a variety of projects
- Graphic design and manipulation for business cards, flyers, menus, invitations, announcements, posters, catalogues, company logos (PageMaker, InDesign, Photoshop, Illustrator, Word, Photo Editor, Acrobat)
- Registered web site URLs, researched for best hosting solutions, obtained web hosting and setup accounts, produced graphic digital images and custom code for web sites (Photoshop, Illustrator, Fireworks, Flash, Acrobat), web design (HTML/XHTML, CSS, JavaScript, Dreamweaver, FrontPage, Flash, CGI, Acrobat)
- Generate entire computer files for assigned projects
- Manage projects and perform efficiently toward all deadlines by tracking the status of each obtained project
- Ensure projects are error-free before sending to print and meet organizational specifications
- Provide in-house training of various software applications as well as tech support and training by telecommunication or in-house

## **Miami University (OHIO)**

Help Desk Technician/hiring manager/trainer (10/1995-08/1999)

- Assisted students and staff with computer, printer, software or hardware related issues.
- Computer software and hardware installations and upgrades.
- Created mini-newsletter for freshmen and new transfer students on Computer facilities usages.
- Hired and trained new student technicians for computer labs.

## **EDUCATION**

### **2008 Glendale**

- MS: Graphic Art, Minor: English (grad date 09/15/2008)

### **2006 ButlerTech (vocational)**

- Orientation of Nontraditional Occupations for Women - Vocational Diploma  
A course teach women how to explore and become employed in areas where women are a minority.

### **2003/2004 ProTrain/Northland (certification)**

- Web Design Specialist Certification  
Updated skills in Dreamweaver, Flash, Photoshop, Illustrator & learned some JavaScript

### **2002 SkillPath (ceu)**

- Design layout refresher (Summer of 2002)  
Studied & learned about new layout designs being accepted by business vs older layout traditions, how to integrate the old into the new.  
Why some new layouts do not work, and why older layouts still work, how to incorporate both aspects into a clean and pleasant copy for print

### **2001 CompuMaster (ceu)**

- PageMaker vs. Quark (Spring of 2001)  
Learn new PageMaker 7.0, and the equivalent competitor Quark, differences and similarities for both PC and Mac editions
- Photoshop 6.0 (Fall of 2001)

### **1999 Miami University (OHIO)**

- A.A. Humanities with a concentration in business, marketing
- B.A. English: Creative Writing some coursework completed (100 credit hours)

## **CERTIFICATION HISTORY**

Automotive Industry Knowledge (US) Attained: 05/2006    Expiration Date: 05/2009	Strengths: Manufacturing, Sales Process, Customer Satisfaction
Business Communication Attained: 05/2006    Expiration Date: 05/2009	Strengths: Listening, Verbal & Nonverbal Communications
Business Math Attained: 05/2006    Expiration Date: 05/2009	Strengths: Price from Total without and with Tax, Markup & Markdown Price, Interest, Invoicing, and Net/Gross
Computer Forensics Attained: 04/2008    Expiration Date: 04/2011	Strengths: Initial Analysis and Analyzing Evidence
Computer Fundamentals (XP) Attained: 07/2006    Expiration Date: 07/2009	Strengths: Office Applications, Networking, Control Panel, Desktop & Taskbar
English Vocabulary Attained: 05/2006    Expiration Date: 05/2009	Strengths: Anolgoies
Listening Comprehension English (UK) Attained: 05/2006    Expiration Date: 05/2009	Strengths: Communicating in the Workplace
English Listening Comprehension (US) Attained: 05/2006    Expiration Date: 05/2009	Strengths: Communicating in the Workplace
Interpersonal Communications Attained: 04/2008    Expiration Date: 04/2011	Strengths: Electronic Communication and Active Listening
Listening Skills Attained: 05/2006    Expiration Date: 05/2009	Strengths: Listening Skills
Managing People Attained: 05/2006    Expiration Date: 05/2009	Strengths: Leading People
Math Fundamentals Attained: 05/2006    Expiration Date: 05/2009	Strong areas: arithmetic computations, basic geometry, decimals, fractions & percentages
Math Fundamentals (Metric) Attained: 05/2006    Expiration Date: 05/2009	Strong areas: arithmetic computations, basic geometry, decimals, fractions, percentages, ratios & proportions, statistics & graphs
Medical Terminology Attained: 05/2006    Expiration Date: 05/2009	Strengths: Musculoskeletal System, Specific Field-Related Terms/Etymology, Endocrine/Lymphatic/Urinary Systems, Cardiovascular System
MS Excel 2007 Attained: 03/2008    Expiration Date: 03/2011	Strengths: Graphics & Software interface
MS PowerPoint 2007 Attained: 03/2008    Expiration Date: 03/2011	Strengths: Proof & Review, Content, Presentations
MS Word 2007 Attained: 04/2008    Expiration Date: 04/2011	Strengths: Document Window Views and Document Creation
Typing & Speed Accuracy Attained: 05/2006    Expiration Date: 05/2009	Raw Words Per Minute (WPM):    56 WPM Accuracy-Adjusted WPM:        55 WPM
HTML 3.2 Attained: 05/2006    Expiration Date: 05/2009	Strengths: Structure
Adobe InDesign Attained: 07/2006    Expiration Date: 07/2009	
Adobe InDesign CS Attained: 07/2006    Expiration Date: 07/2009	Strengths: Objects, Typography and Interface
Adobe Illustrator CS Attained: 05/2006    Expiration Date: 05/2009	Strengths: Type, Enhancing Artwork and Color
Adobe PageMaker 6.5 Attained: 05/2006    Expiration Date: 05/2009	Strengths: Color, Document Layout and Linked Files
Adobe Photoshop 6.0 Attained: 05/2006    Expiration Date: 05/2009	Strengths: Saving and Exporting
Adobe Photoshop 7.0 Attained: 05/2006    Expiration Date: 05/2009	
Macromedia Fireworks 2004 Attained: 04/2008    Expiration Date: 04/2011	Strengths: Drawing, Web Images and Tools
Macromedia Freehand 9 Attained: 05/2006    Expiration Date: 05/2009	