

MELISSA S. SCHUBERT

SELF - MOTIVATED • CREATIVE • FRIENDLY • DEPENDABLE • TEAM PLAYER

Career Objective

A design position where the creativity and the skills I have acquired in the graphic design and web developing fields will be used to further the success of a growing business.

Work Experience

Aerotek Personal Services

June 2010-present

Wauwatosa, WI

Freelance – Designer

Responsibilities:

Design page spreads as concept had envisioned and populating with the proper text and photos
Communicate with project management, photo studio, and other departments to ensure project is correct and on schedule
Proofread and make necessary corrections/adjustments
Preflight pages to make sure they will process correctly

Conley Services

January 2000-June 2010

West Bend, WI

Supervisor – Graphic Artist/Pre-Press Production

Responsibilities:

Supervised and trained the composing department, primarily second shift but assist with first shift as needed
Retouched, color corrected, optimized and built graphics in Photoshop and Illustrator and use actions within the programs for efficiency
Designed ads (BW, Spot & 4-color) for the various publications in our territory including Hartford, Cedarburg, and Waukesha
Designed spec ads & sales tools for sales representatives to use to gain potential clients and promote upcoming special sections
Paginated and preflighted projects before sending to the press
Typeset and proofread own work before sending to the sales rep or client for proof/approval

Campbellsport News

June 1998-January 2000

Campbellsport, WI

Graphic Artist

Responsibilities:

Designed ads for the various publications
Assisted with editorial layout and distribution when needed
Typeset and design special projects for the local businesses such as the school district, auctioneers and fundraisers

Freelance Projects

Ongoing

Logo designs, direct mailers, brochures, letterheads, web site redesigns, photography
Latest projects: Web site redesigns for Bedtime Bedrooms (launched 1/18/2010) and Laura's Smile Foundation (launched 3/1/2010)

Responsibilities:

Communicate with clients to ensure the project is meeting its goals
Create graphics for the projects from logos to animation
Design print projects to meet commercial print standards
Develop the web sites to meet web standards including accessibility, W3C standards and Section 508
Increase web site traffic through SEO, E-commerce, Social Networking and Email Campaigns
Maintain the web sites on a regular basis - running quality assurance tests, analyzing site traffic using Google Analytics and customer feedback, and checking usability and accessibility

Computer Experience

Mac platform	Adobe InDesign/QuarkXPress	HTML/XHTML, CSS	Outlook Express/Mac Mail
Adobe Dreamweaver	Adobe Flash	PHP/MySQL, Joomla	Microsoft Word, Power Point
Adobe Photoshop	Adobe Acrobat with Pitstop	Email Campaign - MailChimp	Prezi Online Presentation
Adobe Illustrator	FTP Application - Fetch	Zen Cart, WordPress	Internet Explorer/Safari/Firefox

(more)

Education

Moraine Park Technical College

West Bend, WI

Technical Diploma in IT- Web Developer

May 2010

Attended **Adobe Photoshop Seminar Tours**

Directed by Scott Kelby, Ben Willmore and Bert Monroy

May 2002, 2007 and 2008, respectively

Attended **Wisconsin Free Community Papers Conferences**

Spring 2000 & 2001

Moraine Park Technical College

Fond du Lac, WI

Associate Degree in Graphic Communication/Electronic Pre-press

June 2000

References

Available Upon Request