

## EDUCATION

Bachelor of Science in Interior Design  
University of Bridgeport, 1992

## RELATED SKILLS

Adobe CS5 & earlier versions  
Adobe Acrobat  
Microsoft Office Suite  
ARC GIS 9.1  
AutoCAD 2000 Map  
3D Home Architect  
Google Sketchup  
Exterior and Interior Rendering  
Freehand Mechanical Drafting/Sketching  
Space Planning  
Photography, Scanning & related software

## CONTINUING EDUCATION

"Introduction to Sketchup for Urban Planners"  
Virginia Commonwealth University, 2011

"Introduction to Sketchup for Landscape  
Design" University of Richmond, 2011

"Intermediate Graphic Design" focusing on  
Adobe CS5, Visual Arts Center of  
Richmond, 2011

"Using Census Data in a GIS  
Environment" Workshop, 2007

"AutoCAD 2000 Fundamentals, 2000

## OBJECTIVE

To obtain a challenging position in the field of Graphic Design that utilizes my current skill set, education and experience.

## PROFILE

Versatile, creative and passionate interior and graphics designer with a reputation for exceptional service to internal and external clients; professional and personal loyalty; and a positive attitude.

## BACKGROUND & PROJECT EXPERIENCE

**2000 - Present: COMMUNITY PLANNING PARTNERS, INC  
COMMUNITY & ECONOMIC DEVELOPMENT, LAND PLANNING  
AND DESIGN CONSULTANTS; RICHMOND, VIRGINIA  
GRAPHICS COORDINATOR; DRAFTSPERSON; TECHNICAL  
ASSISTANT; LABOR COMPLIANCE OFFICER**

Responsible for the design of graphic displays, presentations and drafting of maps specific to various stages of community development and planning for target sites associated with Community Improvement Grant Applications, Comprehensive Plans, Housing Studies, Downtown Revitalization and other special projects. Additional duties include Labor Compliance, computer and technical assistance as well as design of supporting graphics used for the company website and specialized studies of areas within Community Development Block Grants.

### **1994 - 2000: KINKO'S INC.; RICHMOND, VIRGINIA**

Held multiple supervisory and management positions including:

- Assistant Manager of Technology, 1999 - 2000
- Branch Trainer, 1998 - 1999
- Production/Shift Supervisor, 1995 - 1996
- Color Department Supervisor, 1994 - 1995

Consulted with clients on pricing, typesetting and graphic layouts related to various digital print jobs. Trained and audited staff in multiple locations on production based skills and company policies and procedures. Supervised daily co-worker shifts; conducted evaluations and performed counseling to co-workers; ensured co-worker compliance with established company standards.

### **1998 - Present: JSW DESIGNS; RICHMOND, VIRGINIA OWNER/FREELANCE DESIGNER**

Freelance Interior and Graphic Designer for a variety of clients, in the Richmond and expanded market. Design and production of various business materials, including logos, business cards, product labels, brochures, flyers, coupons, etc., using on-site photography, scanning and image manipulation.

Sample clients include:

- Rhythm Squadron Mobile Disc Jockey Service - Graphics and Ad Design  
Consultation, design of logo and production of business cards, magnets, postcards, banners and advertisements.
- MaconIT-Information Technology Staffing and Consulting firm - Graphics and Production Design  
Consultation, design and production of press-ready business cards, letterhead and envelopes
- Linear Mold & Engineering-Plastics Product Manufacturer - Graphics and Production Design  
Consultation, design of logo ([www.linearmold.com](http://www.linearmold.com)) and production of press-ready business cards, letterhead and envelopes
- RUSH & Associates - Interior Design & Architecture  
Space planning and design of multiple refurbishment projects and new construction in Richmond and surrounding areas.