

Skills

Experienced in the following Macintosh and PC Programs:

Microsoft

PowerPoint 2008
Word 2008
Excel 2008
Outlook/Entourage 2008

Adobe

InDesign CS4
Illustrator CS4
Photoshop CS4
Bridge CS4

Dreamweaver CS4
Flash CS4
Fireworks CS4

Other

HTML, CSS
Quicktime ,iMovie, iDVD
QuarkXpress, Garageband
Soundtrack, ActionScript 2.0
Final Cut Express HD

Professional Experience

- 2006-2009 *SunAmerica Asset Management Corporation, Jersey City, NJ*
Creative Director. Oversaw/Designed, prepared, produced, print supporting marketing/communications collateral. Managed the design (and created) and print vendors on projects including going to press checks. Worked on web, electronic campaigns in helping develop design/art. Art directing photo shoots. Manage Macintosh network.
- 2004-2006 *Deloitte & Touche, New York, NY*
Multimedia Graphic Designer. Designing marketing and sales support materials consisting of product slicks, brochures, presentations, posters and other collateral materials in addition to HTML email newsletters, online event informational pages and Flash presentations. Interacting one-on-one with clients from start to finish on a per-project basis.
- 1999-2004 *Bear Stearns, New York, NY*
Presentation Specialist/Graphics Operator. Created original graphics for sales presentations, marketing material and multimedia slideshows for the investment bank division of Bear Stearns. Interacted one-on-one with bankers from start to finish on a per-project basis. Created custom graphics in Photoshop and Illustrator that were imported into slide shows. Recreated client logos in vector graphics (Illustrator). Utilized Microsoft PowerPoint, Word and Excel for graphing and layout of pitch books and other materials.
- 1995-1998 *Boogie Dance Productions, New York, NY*
Event Producer/Production Manager. Planned and directed entertainment events for up to 800 attendees; Full service production included advertisement design, planning, promotion, and administration. Promoted and coordinated national dance competitions, weekend packages and workshop series. Managed annual budget in excess of \$100,000.
- 1993-1996 *Lehman Brothers, New York, NY*
Administrative Coordinator. Created presentations, pitch books, and multimedia presentations. Liaison of internal, administrative and client relations. Participant of interdepartmental planning and troubleshooting. Managed reports used for analysis of expenses, administrative support and research. Coordinated quarterly Board Meetings, conferences, and road shows.
- 1991-1993 *Broadcast Music Inc., New York, New York*
Marketing Communications Coordinator. Trained marketing staff in applications of desktop system. Coordination and production of desktop publishing material, which included advertisements, marketing, campaign brochures, report forms, contracts and riders. Supervised printing and mailing of direct mail pieces with outside vendors. Conducted feasibility studies for prospective markets. Public Relations representative for BMI at National Trade shows.

Education

Masters in Graphic Communications Management and Technology at NYU, Projected completion 2011
Certificate in Multimedia Technology from NYU
Bachelor of Science, Music Merchandising from Hofstra University