

Carrienne Hnatowicz-Warner

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COMPUTER & RELATED SKILLS

Adobe Illustrator	Adobe Dreamweaver	Adobe Acrobat	Microsoft Word
Adobe InDesign	Basic CSS & HTML	Quark Xpress	Microsoft Excel
Adobe Photoshop	Basic Javascript & JQuery	Bar Code Pro	Microsoft Powerpoint
Free-hand Drawing	Digital Spot Photography	3-D Mock-Up & Comps	Paste Up
Pen & Ink	Videography & Editing	Watercolor	Stat Camera

EXPERIENCE

Marketing By Design

Sept 20, 2012 – Present

Graphic Artist

- **Prepare and create digital artwork files** for press
- Transform existing artwork into **press ready artwork** files
- **Ensure graphic elements** are **consistent** across related files to **maintain brand standards**
- **Work efficiently** with **other graphic artists** on similar projects to **meet tight deadlines**
- Create **PDF proofs** for routing to accounts via Workflow By Design approval management system
- Responsible for **quality checking** artwork files **for accuracy**

Matthews Brand Solutions

April 30, 2012 – Sept 19, 2012

Graphic Artist

- **Prepared digital artwork files**, from the customer order information, rough layouts, comps or samples
- Produced **color separations** with proofs and/or PDF files per customer requirements
- Scanned and vectorized logos, retrieved and imported CAD designs, other art necessary for art layout as needed
- Proofread/inspected the accuracy of completed work, ensured files were properly placed on server
- **Maintained the quality standard** goal of 98% success rate while completing all duties in a timely manner

Hnatowicz Designs

June 1, 2011 – Present

Freelance Graphic Designer

- **Auto Body Clinic** – Created logo refresh, posters and shot location photography
- **First Congregational Church of Norwood** – Planned creative concept and executed design for new brochure
- **Society for the Encouragement of the Arts** – Created posters, direct mail pieces, e-mail blast graphics, and newsletter
- **Cubey Entertainment** – Designed and maintained website

First Boston Pharma (Formerly NutraMax Products, Inc.)

October 5, 1998 – May 31, 2011

Graphic Designer

- **Designed & maintained website** and **corporate identity (letterhead, business cards, signage, badges)**
- Created **tradeshow booth graphics** and support materials (**brochures, flyers, presentation graphics**)
- Created **new product concepts, line extensions, 3D comps**, and **promotional materials**
- Efficiently coordinated all functions of existing package, and collateral from **concept to print** for **multi-million dollar accounts** such as: Costco, Walmart, Target, CVS pharmacy, Warner Bros
- Successfully managed **numerous projects** in a **fast-paced environment** with **detailed precision**
- **Managed digital assets** (photos, artwork, account histories, and fonts)
- Circulated artwork to marketing and regulatory, before sending to account and printers
- Communicated with **domestic and overseas pre-press/plate and print vendors** for all divisions
- **Oversaw \$300,000** in annual graphic arts vendor invoices, cut Graphic P.O.s, and requisition forms
- Supported sales staff with negotiations on art charges from outside design agencies
- Developed and maintained **OTC official text** for **FDA regulatory documentation**
- Collected jobs for **output**, send out **via ftp for printing**.
- Maintained industry standard software and hardware technology and back-up server nightly

EDUCATION & PROFESSIONAL DEVELOPMENT

Web Design Certificate – April 4, 2012

Salem State University – Salem, MA

Bachelor's Degree in Visual Arts – Magna Cum Laude

Pine Manor College – Chestnut Hill, MA

Concentration: Computer graphics / Minor: Psychology

Post Degree Courses / Professional Development

InDesign I and II – North Shore Community College – Beverly, MA

Flash (Level 1) and Dreamweaver (Level 1 and 2) – AGI (American Graphics Institute) – Woburn, MA

Quark for Pre-Press course – Massachusetts College of Art – Boston, MA

REFERENCES – Provided upon request

Linked in Endorsements: <http://www.linkedin.com/in/chnatowicz>

Online Portfolio: www.behance.net/chnatowicz