

Carrienne *H*natowicz

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COMPUTER & RELATED SKILLS

Adobe Illustrator	Adobe Dreamweaver	Adobe Acrobat	Microsoft Word
Adobe InDesign	CSS	Quark Xpress	Microsoft Excel
Adobe Photoshop	HTML	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

EDUCATION & TRAINING

Web Design Certificate - *In Progress* (Completion: April 2012)

Salem State University, US-MA-Salem

Bachelor's Degree in Visual Arts - Magna Cum Laude

Pine Manor College, US-MA-Chestnut Hill

Concentration: Computer graphics / Minor: Psychology

Continued Education

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

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

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

EXPERIENCE

First Boston Pharma (Formerly NutraMax Products, Inc.)

October 5, 1998 – May 31, 2011

Graphic Designer

- 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, RiteAid, Warner Bros
- Successfully managed **numerous projects** in a **fast-paced environment** with **detailed precision**
- **Designed & maintained website and corporate identity (letterhead, business cards, signage, badges)**
- Created **tradeshow booth graphics** and support materials (**brochures, flyers, presentation graphics**)
- **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

Phoenix Media Communications Group (PMCG)

Graphic Artist – Paginator

July 5, 1995 – October 2, 1998

- **Created ads** for various clients advertising weekly in The Phoenix newspapers
 - **Designed promotional materials, t-shirts, newsletters** anrs for The Phoenix and WFNX Radio Station
 - Coordinated, produced & maintained **business cards** for the individual companies within PMCG
 - Created personals sections weekly for electronic shipment to various Telepublishing, Inc. clients
 - **Designed** and utilized **logos** in page design for personals sections managed by Telepublishing
 - **Customized direct mail pieces/in-section ad campaigns** for Nation Wide clients
 - Trained new artists on production, paste-up, and shipment process
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REFERENCES – Provided upon request

Linked in Endorsements: <http://www.linkedin.com/in/cah09>

Online Portfolio: <http://www.behance.net/chnatowicz>