

EMPLOYMENT HISTORY

March 2007
to Present

Freelance Imaging, Print Production & Design

Carol Bokuniwicz Design

Packaging & marketing materials for Hair-U-Wear hair products, including: Hairdo™ Salon extensions by Jessica Simpson & Ken Paves; Put On Pieces human hair extensions; Raquel Welch line of wigs, caps and extensions.

- Created composite image mock-ups and final high-resolution image files for various layouts; assisted in design and production of packaging, marketing materials and advertising.

Smallwood & Stewart, Inc., Custom Publishing

Benjamin Moore Paints, Inc.

- Modified and created high resolution image files to present a range of paint colors in various print catalogues.

Jessica Seinfeld's Deceptively Delicious cookbook

- Assisted with various design and print production issues.

February 2006
to Present

Freelance Magazine Production

Production Manager

Handle all production responsibilities from initial layout design to final shipping, including: setting up templates and style sheets; assisting creative staff in execution of design; attending color shows, managing image files and tracking corrections; flowing and fitting copy; inputting copy corrections; maintaining shipping schedule; working with all departments to facilitate workflow; liaising with advertising production on book layout and ad placement.

- *Your Prom* (Spring 2007, 2008 & 2009 issues);
- *Prevention SIPs* (*Beauty for Life, Outsmart Diabetes, Outsmart Diabetes Recipes, Slow Cooker Recipes*; all Spring/Summer 2008 issues);
- *Nick Jr. Family Magazine* (April 2007 issue);
- *Modern Bride Beauty & Fitness* (Winter 2006/2007 issue);

Production Associate

Provide assistance in all aspects of the design, editing and shipping process.

American Baby, Jane, Marie Claire, Men's Health, More, Parents, Real Simple Family, Teen Vogue, Women's Health, Weekend

May 2004 to
February 2006

Production Associate, Cosmopolitan

Fit, styled and prepared layouts for shipping; worked with all departments to resolve copy & design issues; created and updated templates and style sheets; prepared Photoshop mock-up of monthly cover images; organized and maintained layout and image file directories; provided general technical support.

October 1999 to
May 2004

Production Coordinator, Cosmopolitan

Created FPO and some final hi-res images for layouts; shipped and tracked artwork; fit, styled and prepared layouts for shipping; organized and maintained layout and image file directories; assembled and updated wall map of each issue; provided general technical support.

SKILLS

- Very well organized, responsible, creative and resourceful.
- Macintosh OS X; Adobe InDesign, Photoshop, Illustrator, Acrobat, GoLive, Dreamweaver; Quark XPress; Microsoft Word, Excel, PowerPoint; K4 tracking system.
- Flatbed, 35mm, and drum scanners.
- HTML, PHP, Javascript.

EDUCATION

September 1989 to
December 1995:

New College At Hofstra University, Uniondale, NY, 11550
Bachelor's Degree (Liberal Arts)