

Skills: Adobe PhotoShop CS3 Adobe Acrobat 7.0 Professional
Microsoft PowerPoint 2003 Adobe Illustrator CS2
Microsoft Publisher 2003 Adobe InDesign CS2
Microsoft Visio CorelDraw X3
Microsoft Word 2003 (with Legal MacPac) DreamWeaver MX 2004
OmniPage Pro 14 Gemba web software

History: 1989 - December 2007 *[large law firm in Chicago, Illinois]*

Desktop Publisher

Worked with attorneys and firm departments in creating visual presentations for clients, as well as for in-house use. Projects and responsibilities included:

- Supporting the Marketing Department by designing and preparing various publications; editing and restoring internet/intranet attorney photos; editing and proofreading RFPs; and putting together PowerPoint presentations displayed at the firm's trade show booths
- Creating PowerPoint presentations, including graphics and layouts, for attorneys to use in speeches and seminars for clients
- Designing announcements, logos and stationery for firm clients
- Producing announcements and invitations with Microsoft Publisher to be sent to firm clients via e-mail
- Proofreading and correcting firm announcements, stationery, business cards, and forms from printers' proofs
- Designing brochures for charitable events sponsored by the firm and its clients

Previous positions at firm include:

Intranet Coordinator: Maintained and updated intranet pages for three departments, as well as daily updates of firm announcements. Wrote and edited firm's *Daily Bulletin* for ten years prior to the introduction of the firm's intranet.

Word Processor: Included training and supervision of evening-shift employees. Aided in firm's conversion from WordPerfect to Word.

Freelance: Webmaster

2005 - present

- Designed web site **WWW.UNCLEWISDOM.COM**, including graphics and layout
- Update and add new articles weekly, including editing of all text and graphics

Marketing Panel Member

Participated in marketing panel for a marketing firm that innovated product design and created focus group questionnaires for clients such as Pillsbury, General Foods, Kellogg, and Chrysler.