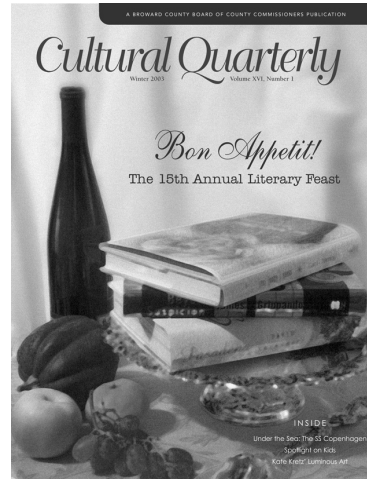


## PROFESSIONAL SUMMARY

As a graphic designer, I have been utilizing my skills in such programs as Quark XPress, Photoshop, Illustrator and Adobe Acrobat.

I create layouts and designs for magazines, ads, brochures, catalogs, newsletters, annual reports, books and other collateral materials. My knowledge of HTML and CSS, as well as my creative design skills, has allowed me to create and maintain several websites. I am currently seeking a graphic design position where my visual skills and print design and production experience can be utilized.

## WORK SAMPLES



## Résumé

# HARRY STERN

Graphic Designer  
650 Hammond Dr.  
Sandy Springs, GA 30328  
404-314-3835 (cell phone)  
404-748-4587 (home & fax)  
hmarkster@comcast.net  
www.geocities.com/hmarkster

## SKILLS

*Programming Languages:* HTML; CSS

*Software:* Quark XPress; Illustrator; Photoshop; Freehand; In Design; Adobe Acrobat; Microsoft FrontPage; Microsoft PowerPoint; Microsoft Excel; Microsoft Word. Ability to work in both Windows and Macintosh operating systems.

## EDUCATION

The American Intercontinental University  
Dunwoody, Ga.

**Master of Information Technology**  
*Graduated Magna Cum Laude*

The American College  
Atlanta, Ga.

**Bachelor of Fine Arts in Visual Communication**  
*Graduated Magna Cum Laude*

## NON-PROFITS & VOLUNTEER WORK

### Graphic Design

Georgia Ensemble Theatre; Atlanta, GA

Designing ads for their show playbills.

### Logo Design

Camp Kudzu (Summer overnight camp for children with Type 1 Diabetes); Atlanta, GA

Designing logos for both the Summer Camp program and Family Camp program.

## PROFESSIONAL EXPERIENCE

### Graphic Designer / Production Manager;

*2002 to Present; In You Wendo Design; Smyrna, Ga.*

- Laying out and designing magazines, brochures, books, newsletters, annual reports, ads and other collateral materials and getting them ready for print or uploading as a PDFs
- Designing logos and letterhead packages
- Scanning, adjusting and correcting photos for publications
- Designing and coding websites; Testing and correcting code and links in websites
- File management; Correcting problems and implementing solutions for office equipment, including all computer systems and peripherals; Installing and configuring software and hardware
- Client relations

### Computer Technician / Assembly Supervisor;

*1995 to 2002; Dal-Craft, Inc.; Tucker, Ga.*

- Correcting problems and implementing solutions arising from software conflicts, hardware conflicts, and virus protection
- Fixing network connectivity issues and security
- Assisting in the design of packaging labels
- Readyng merchandise for domestic and international retailers; Shipping and receiving
- Quality control; Time studies to determine labor costs; Inventory control
- Data entry; Employee training

### Graphic Designer / Photographer;

*2000 to 2001; AXOM; Atlanta, Ga.*

- Designing logos, letterhead packages and business cards
- Creating promotional flyers
- Web page development
- Photographing events and people for website and promotional materials
- Creative control

### Photographer / Sales Associate;

*1997 to 1999; Lifetouch Portrait Studios; Atlanta, Ga.*

- Composing and photographing in portrait settings
- Arranging portrait packages
- Quality control; Scheduling appointments; Customer relations; Sales
- Maintenance of computer and camera systems

### Management;

*1984 to 1995; Various Companies; Atlanta, Ga.*

- Videotaping and photographic services
- Supervising, training and scheduling of staff personnel
- Inventory management and control; Purchasing, merchandising, marketing; Vendor and customer correspondence;
- Developing and maintaining filing system; General bookkeeping and collections; Preparing weekly and monthly cash flow documentation
- Client relations