



340 Centre Avenue
Unit 2
Rockland, MA 02370

781-424-5069

lyndagillis@gmail.com

www.LyndaGillis.com

EXPERTISE

Brochures
Invitations
Programs
Flyers
Booklets
Photo Editing

EXPERTLY SKILLED IN

Adobe Creative Suite:
InDesign
Photoshop
Illustrator
Microsoft:
Publisher
PowerPoint
QuarkXpress
Windows and Mac
platforms
Photography

MODERATELY SKILLED IN

Flash
HTML
WordPress
Videos

Lynda Gillis

GRAPHIC DESIGNER

PROFILE

A graphic design professional with extensive experience in layout and production for print and web. Highly motivated with a strong command of emerging technologies. Excellent verbal and written communication skills. Thrives in both team and solo-work environments.

EXPERIENCE

Graphic Designer/Visual Communications Specialist, Contractor

September 2006--September 2018

U.S. General Services Administration

(under four different contract agencies: Skill Bureau, Ardelle, Patriot Technologies and Gemini Tech Services)

- Created graphics and designed and produced brochures, invitations, programs, flyers, posters, signs, booklets, logos, banners hung on buildings, calendars, notecards, and name tags for federal events. Procured estimates for printing.
- Photographed events, edited photos, and uploaded to archives and websites.
- Made retirement certificates for Human Resources and graduation certificates for various departments.
- Owned several pages on regional website and public website (gsa.gov). Edited photos for all content owners. Created photo galleries of lighthouses and historic buildings.
- Created pdfs with maps of all the region's owned buildings as links on gsa.gov.
- Photographed swearing in of new employees, edited the photos and placed on the regional website.
- Created graphics, edited photographs, and designed layout of case studies on recent green technologies implemented within the region.
- Created graphics, edited photographs, and configured layout of book requested by the U.S. Courthouse, Providence, RI.
- Initiated the idea, created graphics, edited photographs, and configured layout of American Recovery and Reinvestment Act book. The Regional Administrator, the Regional Commissioner and the Recovery Executive liked the idea so much that they wrote and signed the Introductions.
- Created graphics, edited photos, and designed layout for vacant space marketing booklets to present to prospective clients which encouraged leasing of space in the federal buildings.
- Created and edited photos, videos and graphics for Regional Administrator's, Regional Commissioners' and the Regional Chief Architect's blogs in WordPress.
- Edited graphics, photos and layouts of documents and PowerPoint presentations needed for meetings.
- Made PowerPoint slides of current events and monthly videos of Missing Children.
- Redesigned materials being used by the region to ensure that they complied with the GSA Style Guide and were 508 compliant.



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G R A P H I C D E S I G N E R

EXPERIENCE CONTINUED

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REFERENCES

Glenn Rotondo

Acting

Regional Administrator
U.S. General Services
Administration, Region 1
glenn.rotondo@gsa.gov
617-565-4658

Denis Thibodeau

Client Solutions
Division Director

U.S. General Services
Administration, Region 1
denis.thibodeau@gsa.gov
617-565-7158

Patrick Sclafani

U.S. General Services
Administration,
Regional Communications &
Public Affairs Manager
(R1, R2, NCR)
patrick.sclafani@gsa.gov
617-595-8637

Cathy Menzies

U.S. General Services
Administration, Region 1
Communications Public
Affairs Specialist
cathy.menzies@gsa.gov
617-565-6551

Graphic Designer

August 1990--September 2006

Freelance, SouthShore, MA

Designed and produced newspaper ads, catalogs, newsletters, and brochures. Concepts to pre-press. Designed, executed and maintained websites. Concepts and digital photography to downloading. Commissioned watercolor paintings.

Assistant Art Director

June 2002--May 2003

AliMed, inc., Dedham, MA

Prepared layouts and digital files for 4-color catalogs, tabloids, posters, faxes, and data sheets from first proofs to edits, final proofs, PDFs for a mail-order medical supply company. Worked with graphic designers, editing department, art director, department director, and president on design, page layout, and edits.

Art Director and Administrative Manager

September 1998--May 2002

Nature's Medicine Chest, Braintree, MA

Designed and produced a 4-color, annual catalog for an alternative medicine mail-order company that increased sales by 600%. Researched new products and set up vendor and client accounts. Managed two assistants in processing orders, purchasing inventory, and customer service allowing the owner to remain hands-off. Digital photography of products. Designed and produced company flyers, brochures and newsletters. Used HTML in maintenance of two company websites.

Art Director, Editor and Manager

September 1992--August 1998

The Advertiser, Inc., South Weymouth, MA

Designed and produced a weekly shopper, increasing sales to over \$5,000 a week. Communicated with sales reps, customers and vendors. Designed and laid out text, graphics, and ads on pages to make printer ready. Managed two graphic assistants.

EDUCATION

Clark University Computer Career Institute, Braintree, MA

Web Developer Master Certificate Program—Completed 12-week intensive training and lab curriculum in HTML, Macromedia Dreamweaver and Flash.

New England School of Art & Design, Boston, MA

Graphic Design Program—Completed a 3-year Fine Arts and Graphic Design program. Graduated first in the Graphics Department. Elected by the faculty to The Committee for Academic Standing.

Boston University, St. Lawrence University, and SUNY, Boston, MA and Canton, NY—3 years credit. Art History major.

Katharine Gibbs School, Boston, MA—1-year course for college women.