

Billi Clark

Des Moines, Iowa 50322



billiclark@yahoo.com

Objective

To pursue a career in the Graphic Arts industry that will challenge my skills and provide personal growth, creativity, and advancement.

Education

Associate in Applied Science, Graphic Arts, Des Moines Area Community College, Ankeny, Iowa, December 2003, Emphasis in Design and Desktop Publishing.

Skills

Creative Skills:

- Page layout and design
- Digital image enhancement
- Color correction
- Photo manipulation
- Photography
- Black and White developing
- File correction and repair

Work Skills:

- Customer service
- Supervision
- Communication
- Multi-tasking
- Responsible
- Hard working
- Personable
- Detail oriented

Applications:

- Adobe Illustrator
- Adobe Photoshop
- Microsoft Office Word, Publisher, Excel
- Microsoft Front Page
- QuarkXPress
- Adobe GoLive
- Macintosh and PC

Practical Experience

- Cover of April 2004 Graphic Impressions Magazine.
- Monthly newsletter for Clive Jaycees.
- Logo, business card, and letterhead for Hughes Construction.
- Invitation, brochure and name tags for Walnut Creek YMCA Annual Dinner.
- Wedding program and thank you card for Hughes/Larson wedding.
- New York Institute of Photography student.

Employment

Website Administrator, The Printing Station, Des Moines, Iowa, December 2003 - Present

- Update and maintain company website.
- Design mergeable PDF's for various companies.
- Update customer products to website.

Membership Assistant, Walnut Creek Family YMCA, Des Moines, Iowa, June 2000-Dec. 2003.

- Nightly closing manager.
- Tours and selling of memberships and programs.
- Recruit, train, schedule and motivate employees to provide outstanding customer service.
- Design postcards, flyers, and brochures for promotional events.

Awards/Activities

- Dean's List, Spring 2003, DMACC
- President's List, Summer 2003, DMACC
- Clive Jaycees, Member
- 1st Year Clive Jaycee of the Quarter, August 2002
- Team Captain, Sands Volleyball, 3 years.

<http://showcase.netins.net/web/billiclark/>
Portfolio and References available upon request.