

Billi Clark



Des Moines, Iowa 50322

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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

Graphic Arts Skills:

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

Work Skills:

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

Applications:

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

Experience in:

- Process camera
- Stripping, burning and developing
blue lines plates
- Four color printing
- Spot color printing
- Screen printing

Practical Experience

- Monthly newsletter for Clive Jaycees.
- Design logo, business card, and letterhead for Hughes Construction.
- Design invitation, brochure and name tags for Walnut Creek YMCA Annual Dinner.
- Wedding program and thank you card for Hughes/Larson wedding.

Employment

Website Administrator, The Printing Station, Des Moines, Iowa, December 2004 - 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. 2004

- Design postcards, flyers, and brochures for promotional events.
- Recruit, train, and motivate employees to provide outstanding customer service.

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

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