

LindseyRoe

Professional Profile

Process-oriented graphic artist with solid information technology experience seeks to apply a meticulous sense of organization and balance to your graphic design needs. Accustomed to handling collateral, computers, and sticky situations. Exceptional ability to discover problems and inefficiencies and find solutions for them.

Skills

PROFICIENT in team environments and adept at self-direction

CURIIOUS, open listener supported by refined verbal and written communication skills

PROVEN effective at prioritizing tasks and projects to meet tight deadlines

FLEXIBLE to changing workloads and responsibilities

CERTIFIED and professionally experienced with Mac systems; practical and extensive knowledge of PC systems

KNOWLEDGE-FOCUSED active learner with a passion for technology

Education and Certification

Apple Certified Support Professional 10.6

March 2010

Apple Certified Support Professional 10.5

December 2009

Bachelor of Arts (B.A.) with a Studio Emphasis: Graphic Design; Business Minor in Marketing

State University of New York at Oswego (Oswego, NY)

Summa Cum Laude 2004

Associate in Applied Arts (A.A.A.): Fine Arts

Northern Virginia Community College (Annandale, VA)

Summa Cum Laude 2002

Recent Professional Experience

Senior Graphic Designer and Content Consultant

Freelance Work (Various Locations)

Feb. 2015–Present

- Assisted varied marketing, legal services, and government contractor clients with print design, data presentation, proposal graphic, and illustration needs.

Information Design Specialist

TrialGraphix (Washington, DC)

Feb. 2011–Oct. 2014

- Worked directly and indirectly with public and private legal clients to develop accurate, visually appealing biographies, timelines, maps, technical schematics, document call-outs, text charts, simulations, scene recreations, etc. for use with briefs, hearings, and trials.
- Experienced with myriad case types, including patent litigation, tax audits, medical liability and malpractice, contract disputes, insurance claims, and antitrust accusations.
- Reviewed and analyzed expert reports, motions, patents, case summaries, legal memorandums, and other client documentation to inform appropriate visual aids.
- Headed concept development and graphics production as team lead on multiple cases.
- Returned new and revised visuals to clients in a deadline-driven, 24-hour active environment influenced by local, state, and federal court deadlines.
- Assembled custom Powerpoint presentations with complex animations, illustrations, and interactivity to support client case themes inside and outside of court.
- Coordinated with internal resources on production and delivery of physical print-outs, posters, boards, overlays, and plaques.
- Improved working knowledge of object-oriented programming, including implementation of VBA scripts to automate proposal creation using Excel and Word, and creating advanced interactivity in PowerPoint presentations.
- Acted as office emergency coordinator, reviewing and editing local Emergency Response Plan (ERP) documentation, maintaining Shelter In Place areas and supplies, and leading annual emergency simulations.

Graphic Designer and Production Coordinator

Kaiser Permanente (Rockville, MD)

Jan. 2009–Oct. 2010

- Designed posters, brochures, booklets, postcards, and other collateral to national corporate standards and styles.
- Organized thousands of digital asset files into a logical and browsable structure.
- Researched, acquired, and archived dozens of royalty-free and rights-managed photography assets.

(continued)

Select Software

	Acrobat		★★★★☆
	Bridge		★★★☆☆
	Dreamweaver		★★★☆☆
	Fireworks		★★☆☆☆
	Flash		★★★☆☆
	Illustrator		★★★★★
	InDesign		★★★★★
	Lightroom		★★★☆☆
	Photoshop		★★★★★
	Excel		★★★★☆
	PowerPoint		★★★★★
	VBA		★★★☆☆
	Word		★★★★☆
	Activity Monitor		★★★☆☆
	Console		★★☆☆☆
	Terminal		★★★☆☆

- Collaborated with the production manager on post-design tasks such as file output, project tracking, and vendor communication.
- Provided professional, certified IT support to the Mac workstations and Xserve file server.
- Led research, budgeting, and acquisition of Mac hardware, Mac software, and technology accessories.
- Tested, modified, and cataloged department forms and procedures; created interactive, PDF-based versions of forms to streamline workflow.
- Reviewed 10 years of previous projects to conform with government-mandated compliance laws.

Senior Graphic Design Specialist

Corporate Executive Board (Rosslyn, VA)

Apr. 2005–May 2008

- Managed multiple design projects across varied time frames, ranging from single-page documents to large studies.
- Coordinated layout and illustration work across team members.
- Created vector illustrations to client specifications.
- Performed editing of content—proofreading, spellchecking, and stylechecking—in line with established manual of style.
- Enforced image copyright checking and permissions.
- Pressure-tested department processes, and conceived and implemented improvements.

Administrative/Marketing Assistant

Stephenson Printing (Alexandria, VA)

Sep. 2004–Mar. 2005

- Executed various administrative tasks, including letter writing, shipping, and calling of contacts.
- Acted as an assistant in accounting, government relations, and human resources – managing vendor audits, creating government reports, and helping to maintain health benefit and payroll information.

Web and Graphic Design Intern

Cornerstone Media Solutions (Oswego, NY)

Jan. 2004–May 2004

- Created complete web site projects, including graphics and information structure, and designed supplemental print collateral, including posters and brochures, as led by the art director.
- Performed general computer maintenance of PC and Linux workstations.

Art and Graphic Design Tutor

SUNY Oswego Office of Learning Services (Oswego, NY)

Oct. 2002–Dec. 2003

- Tutored multiple students in art, art history, and graphic design.