

kelli maclean
graphic designer

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October 1, 2008

Dear Christine,

Thank you for taking the time to review my resume. I'm an 11 year design veteran with knowledge of all mediums from package design, print and web. My work for clients such as Kellogg Canada, Fujifilm, Wal-Mart and the Sony store has given me a wide range of experience.

I know that you are currently seeking a Graphic Designer. I have 2 years experience as a Production Coordinator and 9 years as a Graphic Designer. As Production Coordinator and Graphic Designer my responsibilities included management of jobs, management of filing systems, maintaining contact between production staff and clients. Developing design projects for clients, taking concepts to final production for print and the web.

As well as reviewing my attached resume, I encourage you to view my creativity on-line at www.kellimaclean.com

I would welcome the opportunity to review my portfolio with you in person. You may reach me at the above telephone number or e-mail address.

Best Regards,

Kelli MacLean

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career experience

Sept. '07 to Present, Freelance Designer

Graphic Designer : Responsibilities include

Take supplied concepts, turn those concepts into Hi-end designs for print and web.
Follow through from beginning of concepts to production.

May '99 to Sept. '07, Graphic Designer

Interfusion Inc. 926 Nashville Rd. Kleinburg, Ont. L0J 1C0

Graphic Designer : Responsibilities include

Develop design projects for clients specific for Fujifilm USA & Wal-Mart and the Sony store. Come up with concepts, turn those concepts into Hi-end designs for print and web. Follow through from beginning of concepts to production. Make decisions to ensure projects are developed & executed on time and on budget. Prepare system back-ups, create filing and organizing systems.

Nov. '97 - May '99, Graphic Designer

Schawk Packaging 6700 Finch Ave. W. Etobicoke, Ont. M9W 5P2

Graphic Designer : Responsibilities include

Develop design projects specific for Kellogg Canada Inc. on time. Take concepts direction and develop innovative ideas to achieve clients objective. Make decisions to ensure that projects are executed on time. Maintain a good working knowledge and awareness of new graphic design techniques.

Nov. '96 - Nov. '97, Packaging Production Co-ordinator

Schawk Packaging 6700 Finch Ave. W. Etobicoke, Ont. M9W 5P2

Packaging Production Co-ordinator : Responsibilities include

Preparing jobs for production. Manage jobs from beginning of production through to final proofs and film for printer. Maintain vital contact with Kellogg Canada Inc., production staff and printers. Monitor approval process of packaging through Kellogg Canada Inc. Create & maintain filing systems for jobs and package samples.

education

1994 - 1997

•3yr Diploma in Graphic Design Durham College of Applied Arts & Technology

1988 - 1993

•Secondary School Graduation Diploma I.E. Weldon Secondary School

personal development

Seminars

Time Management and Organization

Courses

Freehand, Illustrator, Photoshop, Quarkxpress, Flash and Dreamweaver

computer skills

•Illustrator •Photoshop •InDesign •Flash •Dreamweaver •Microsoft Word •QuarkXpress

personal interest

•Sports & Fitness •Photography •Sewing

references

Available upon request