

Amber Bartlett

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Objective

My interest and background has always been in graphic design/marketing field. I will continue to pursue this line of work until I have obtained a desirable management position within a marketing environment. My supervisors would confirm that I am a quick study, highly organized, and work well under strict deadlines. I also have experience dealing with difficult customers. If given the opportunity, my motivation and creative skills will enable me to excel within any organization.

Summary of Qualifications

Obtained an Associate Degree in Graphic Design. Mac and PC proficient in the following software programs: Photoshop, Illustrator, QuarkXpress, Pagemaker, Dreamweaver, Front Page, Flash, Fireworks, Powerpoint, Word, Excel, Access and Adobe Acrobat. Hands-on experience in the following:

- Layout, Typography, and Design
- Desktop Publishing
- 1 to 3 Pantone Color Art
- Four Color Process (CMYK)
- Advertisements / Brochures
- Corporate Identity Packages
- Multi-page Publications
- Vector Graphics
- Photo Manipulation
- Color Correcting
- High Resolution Scanning
- Website Design/HTML Programming
- Animation with Flash
- Prepress and Film Output Experience

Education

San Diego Community College: (Enrolled) Dreamweaver MX (Macromedia Certified upon completion)

Platt College: (9/98 to 1/00) Graphic Design AA Degree

Southwestern College: (9/91 to 12/91) Criminal Justice courses

Mesa College: (9/85 to 6/86) Business courses

Experience

Extreme Digital (January 2000 – Present) - Personal Graphic Design/Web Business

Meet with various clients producing print and web projects, along with multimedia presentations.

Intuit, Inc. (September 2001 – Present) - Image Designer

Utilize proprietary software to update and build government tax forms within TurboTax. Create logos, barcodes, bitmaps and other graphic images per scannable specifications. Build the data entry screens for TurboTax. Proof and verify approval of finalized forms. Government Liaison in obtaining information regarding tax specifications. Responsible for the UI design of our internal database software (ORDO). Assisted with the creation of the Tax Dev intranet site. Ability to work in a fast paced environment with strict deadlines.

San Diego Prepress Design Center (January 1999 –September 2001) - Graphic Designer

Utilized design software to create various marketing publications, magazine ads, presentation folders, catalogs, brochures, logos, corporate identities and many other complex projects. Created duotones, and one to four color projects. Responsible for trapping, and preparing approved files for film output. Worked in a fast paced environment with strict deadlines. Met with clients daily to determine the best plan for their specific needs. Responsible for project estimating.

San Diego County Office of Education (June 1992 – November 2000) - Risk Management Assistant

Utilized word processing and layout software to design and compose newsletters, bulletins, calendars, and brochures. Designed and typeset county forms. Operated various office equipment; such as scanners, laser printers, color printers, photo copiers, and fax machines. Updated and maintained department website. Heavy communication with school district personnel. Updated and maintained department mailing lists. Typeset and updated operation manuals.

Professional References

Kirk Keel (*Project Manager Intuit, Inc.*) 858-525-8362

Keith Harris (*Owner Guaranteed Commercial Printing*) 619-232-7227

Dennis Sulzer (*Supervisor County Office of Education*) 858-569-5392