

objective

To obtain a graphic design position which would utilize my education, training, and creativity to further enhance my experience in the field of design.

education

Master of Arts in Publication Design

May 2006, GPA: 3.8
University of Baltimore, Baltimore, MD

Bachelor of Arts in Sociology, Communication minor

May 2003, GPA: 3.1
McDaniel College, Westminster, MD

coursework

Words & Images: Creative Integration, Publication Management, Workshop in Graphic Communication, Editorial Style, The Digital Economy, Digital Photography, Introduction to Hypermedia, Designer's Survival Guide, Typography: Form & Function, Portfolio, Magazine Design, Design Principles & Strategies

software

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Quark Xpress, HTML, CSS, iMovie, Jasc Paint Shop Pro, Microsoft FrontPage, Microsoft Office, Advanced Information Manager

groups

American Institute for Graphic Arts (AIGA)
National Association of Photoshop Professionals
Live Green

References available upon request

work experience

Marketing Design Manager, The Bozzuto Group Greenbelt, MD, July 2006—present

Provided graphic design support to all six Bozzuto entities

Designed and edited brochures, flyers, print and online advertisements, direct mail pieces, email blasts (including HTML coding), signage and invitations

Created and monitored use of brand guidelines

Art directed and staged photo shoots

Produced internal quarterly newsletter

Designed and typeset RFP responses

Managed relationships with printers and ad agencies

Graphic Intern, United States Enrichment Corporation Inc. Bethesda, MD, August 2005—May 2006

Assisted the Graphics Associate in designing and redesigning communication pieces (brochure, poster, postcard, advertisements)

Created successful pieces while meeting tight deadlines and working on a budget

Resized and typeset advertisements and additional projects as assigned

Updated web graphics

Publication Coordinator, Biophysical Journal Bethesda, MD, October 2003—August 2005

Interviewed Biophysicists and wrote profiles for bimonthly newsletter

Created monthly reports with Journal statistics

Managed Journal Office and supervised the work of three support workers

Trained new Editorial Assistant

Worked with Publications Manager to improve BenchPress (manuscript submission site)

Editorial Assistant, Biophysical Journal Bethesda, MD, July 2003—October 2003

Provided excellent customer service to demanding authors, editors, and reviewers

Tracked manuscripts through BenchPress (manuscript submission site)

Worked with other Editorial Assistants to maintain a high quota of manuscripts per issue

Prepared copyright permission forms for previous authors of the Journal

Promotions Intern, Clear Channel Communications, 98.7 WMZQ, Rockville, MD, January & Summer 2003

Helped plan major radio-thon to benefit St. Jude Children's Research Hospital and other events

Organized and distributed prizes to daily winners

Digitally photographed auction items to be scanned onto station website

Contacted over 500 local businesses to secure their participation in promotional events

Promoted the station at various events

Data Entry Clerk, Montgomery County Government, Dept. of Health and Human Services, Senior Nutrition Program, Rockville, MD, Summer 2000, Summer 2002

Data Entry Clerk, United Association, Washington, D.C., January 2001, Summer 2001

to see my electronic portfolio,
visit monicafdavis.com

