

Nancy Browne

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Education

1997 S.U.N.Y. College at Purchase
 Bachelor of fine art, concentration in drawing and painting.
 Studied under Harriet Shoor
1999 Macintosh Learning Center
 Certified Design
2002 The New School (currently attending)
 Certified Web Design

Computer

Desktop Publishing, Web Editing and Word Processing Software

Adobe Acrobat
 Adobe GoLive
 Adobe InDesign
 Adobe PageMaker
 BBEedit – HTML
 Experience with Javascript
 CSS
 Dreamweaver
 Filemaker
 Microsoft Excel
 Microsoft Word
 QuarkXpress

Design Software

Adobe Illustrator
 Adobe PhotoShop
 Adobe ImageReady
 Adobe Streamline
 Macromedia FreeHand
 Macromedia FireWorks
 Canvas
 Painter
 AutoCAD

Multimedia and Digital Video Software

Macromedia Flash
 Microsoft Powerpoint

Production

- Macintosh and IBM platforms (maintenance and repair on the Mac)
- Knowledge of textile dye-sublimation and electrostatic printing
- Knowledge of Xerox, Roland and Encad Nova Jet Printers
- Knowledge of Gerber and Vytex plotting and cutting
- Scanning and Retouching
- Knowledge of 4-color process Munsell and Pantone color systems
- Retropect, Veritas backup software
- RIP process

Employment

6/04 - present **SNX** New York, N.Y.

Graphic Designer

- Working well in a team, with printers, copywriters, photographers, other designers, account executives, website designers and marketing specialists.
- Keeping abreast of developments in IT, particularly design programs such as Quark Xpress and Adobe.
- Areas of instruction include hardware, software, programming and application. Producing visual solutions to the communication needs of clients, using a mix of creative skills and commercial awareness.
- Handle a wide variety of situations and conflicts involving graphics, clerical and administrative function of the office. Responsible for maintenance and repair of equipment.

6/03 - 6/04 **James G. Elliott Company** New York, N.Y.

Graphic Designer

- Maintenance of server, peripherals and networking.
- Designed projects, including logos, identities, reports, newsletters, presentations
- Design and maintenance of web site.
- Trained employees on software.
- Collaborated with writers, artists, photographers and other professionals.
- Produced quality typography with high standards on typeface selection, kerning, leading and readability.

1/03 – 6/03

Lois Hill

New York, N.Y.

Graphic Designer

- Oversaw development of image appropriate to the company.
- Created and directed marketing campaigns and corporate image.
- Directed photo shoots, video shoots, edited photo negatives, color correction and digital retouching of photography
- Reviewed video and materials for final selection.
- Created Designed projects in print, including logos, identities, collateral, newsletters, annual reports, newspaper, magazine ads, brochures, posters, trade show booth, vendor.
- Maintained website.

7/02 – 1/03

Queens Alternative Press

New York, N.Y.

Graphic Designer

Production Manager developed layouts, created ads, responsible for the editing and prepress of a local newspaper.

5/00 - 6/02

Ace Graphics

New York, N.Y.

Graphic Designer/Assistant Manager

- Assisted manager of print production department and created production schedule
- Developed concepts, layouts, original art and designs for custom displays
- Other responsibilities include overseeing the production of, silk screening, dye sublimation, mounting and lamination
- Clientele includes South Street Seaport, Volkswagen, Cartier, Fox News, MGM, Paramount Pictures

3/98 - 5/00

BBDO

New York, N.Y.

Administrative Assistant/ Archive Manager

- Assisted Print Estimating Department Manager with general secretarial work and traffic coordination
- Managed Print Estimate Archives, tracked, and cataloged invoices for advertisements
- Responsible for the training and supervision of new employees

7/97- 3/98

CIBC Openheimer

New York, N.Y.

Executive Assistant

- Performed secretarial duties and personal assistance for three vice presidents in the Investment Partnerships Department
- Typed correspondences, designed PowerPoint presentations, and screened incoming telephone calls

3/97- 7/97

Charles Cowles Gallery

New York, N.Y.

Paid Intern

- Responsibilities include slide registry and file clerk
- In charge of reviewing unsolicited artists portfolios

Other Skills

Scenic artist, assistant set designer, carpentry, drawing and painting teacher

Links

brandcodes.com - web design
snx.com - web design
hootmedia.com - web design
hometeaching.com - web design
rdbevents.com - web design
timessquare.com - art direction/consultation
loishill.com - web design
jamesgelliott.com - web design