

Michelle Correll

509 Meadow Crest Drive, Apartment 3 • Kirksville, Missouri 63501

E-mail: mcorrell98@yahoo.com • Home Phone: (660) 665-3118

Objective

Graphic Designer seeking position using skills acquired from using both Macintosh and Windows systems, as well as knowledge from a background in Art History and Visual Communications. Prefer opportunities for work in both independent and team-oriented atmospheres, where attention to detail and meeting deadlines are rewarded.

Education

Bachelor of Arts in Art History, May 1998, Truman State University, Kirksville, Missouri

Relevant coursework in Visual Communications

- Typography
- Graphic Design
- Advertising Design
- Publication Design
- Corporate Identity Systems
- Creative Photography I & II

Graduate of the Class of 1987, Grandview High School, Grandview, Missouri

Publication Design Skills

Experienced use of Macintosh design software including the following:

- QuarkXpress
- Pagemaker
- Illustrator
- Preflight Pro
- Photoshop
- Font Reserve Browser
- Freehand

Over three years experience in printing pre-press:

- Preparing artwork, photographs, page layouts and designs ready for press in both spot and process color
- Handling cross-platform work between Windows and Macintosh operating systems
- Enjoy working with people in various situations, and am comfortable with many clerical duties such as typing, filing, telephone work, e-mail and internet usage
- Student worker in two computer labs at Truman State University, one being a PC lab dedicated to word processing and the other a Macintosh lab which used both word processing and some multimedia software
- Able to work with little or no supervision

Employment History

Receptionist, Preferred Family Healthcare, Kirksville, Missouri (August 2000 - present)

- Duties include scheduling appointments, directing phone calls, transcription, filing, mail distribution and security
- Recently assigned the task of designing the layout for the company's next community resource manual

Typesetter/Designer, Slaughter Printing, Kirksville, Missouri (June 1998 - present)

- Gained considerable knowledge of the printing business from over three years of experience
- Understand paper usage and development of price estimates

Items designed:

- Business Cards
- Forms
- Brochures
- Flyers
- Posters
- Booklets

- Expanded my knowledge of Macintosh software programs and maintained computer hardware
- Responsibilities have included design, typesetting, film processing, computer maintenance and upgrades, customer service, stripping negatives and some bindery work

Student Worker, Teacher Technology Center, Truman State University (June 1997 - August 1997)

Computer/educational materials lab where I assisted with:

- Windows and Macintosh programs including Microsoft Office and Photoshop
- Lamination, binding combs, photocopying and die cutting

Sales Clerk, Books and Things Newsland, Kirksville, Missouri (November 1994 - June 1996)

- Responsible for sales, cashiering, inventory, window and floor display, as well as selection of store purchases