

S H A R O N P E T T I S

✉ 5470 Bradford Ct. #131 Alexandria, VA 22311

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DESIGN/PRODUCTION EXPERIENCE:

PIP Printing Springfield, VA
Graphic Designer 2001-Present

- ✓ Design business cards, stationary, and marketing collateral for various clients
- ✓ Desktop publishing and proofreading
- ✓ Customer service (estimate inquiries, billing questions, receive payments over phone by credit card or walk-in)
- ✓ Ensure customer files meet technical specifications
- ✓ Assist in marketing and sales as needed

L&A Direct Merrifield, VA
Production Artist 2001

- ✓ Layout of catalogs according to designer's drawings
- ✓ Scanned transparencies from photographer for catalogs
- ✓ Created web graphics for customer websites
- ✓ Coordinated delivery of proofs to clients and vendors
- ✓ Prepared files for printer or service bureau
- ✓ Photo research
- ✓ Archived old jobs to CD

Balmar Printing & Graphics Falls Church, VA
Preflight Operator (00-01)/Jr. Desktop Operator (99-00) 1999-2001

- ✓ Check customer files for technical specifications
- ✓ Desktop publishing and proofreading when needed
- ✓ Trained customers in preparing files for commercial printing
- ✓ Created PDFs for customer websites
- ✓ Prepared files for vendors
- ✓ Checked files for design jobs and converted from PC to Mac when necessary

EDITORIAL/WRITING EXPERIENCE:

Freelance Writer 1997-Present

- ✓ Writing marketing pieces (press releases, posters, etc) for business
- ✓ Service journalism ("how-to") article series for Flash Magazine (www.flashweb.com) on preparing files for commercial printing
- ✓ Short news article for Greenbelt Interfaith News
- ✓ Personal essays for a younger audience published on Old Ways and The Witches' Voice

Resource Consultants, Inc. Washington, DC
Editorial Assistant 1997-1999

- ✓ Provided administrative support to the USPS Corporate Publishing and Information Management department at their headquarters
- ✓ Managed Document Tracking System database
- ✓ Customer service (publication inquiries, release dates of updated/new publications)
- ✓ Authored monthly *Postal Bulletin* article to update Forms and Directives Catalog
- ✓ Worked with warehouse in Topeka to ensure receipt of revised publications and advised to discard old stock
- ✓ Assisted in revision of Forms and Directives Catalog

SKILLS:**LAYOUT/GRAPHICS SOFTWARE:**

Quark XPress 5 (Mac/Windows)
Adobe Pagemaker 7 (Mac/Windows)
Interleaf 5 (UNIX)
MS Publisher (Windows)
Corel Draw (Windows)
Adobe Illustrator 10 (Mac/Windows)
Macromedia Freehand 9 (Mac/Windows)
Adobe InDesign 2.0 (Mac/Windows)
Adobe Photoshop 7 (Mac/Windows)

OFFICE APPLICATIONS:

MS Office Suite 2001 (Mac/Windows)
Corel WordPerfect (Windows)
OpenOffice.org 1.0 (Windows)

UTILITIES:

Adobe Acrobat 5.0 (Mac/Windows)
Adobe Acrobat Distiller 5.0 (Mac/Windows)
Markzware FlightCheck (Mac/Windows)
Roxio Easy CD Creator (Windows)
Nero Burning (Windows)
Adaptec Toast (Mac)
Norton Utilities (Mac/Windows)

OTHER:

Chicago Manual of Style, 14th Ed.
AP Stylebook and Briefing on Media Law
Able to work under high pressure and tight deadlines
Knowledge of editorial process/ publishing
Knowledge of commercial printing
Efficient multi-tasker
Excellent editing/proofreading skills
Proficient in several types of writing, including technical, feature, copywriting

EDUCATION:

WRITER'S ONLINE WORKSHOPS BY WRITER'S DIGEST
FUNDAMENTALS OF NONFICTION **PRESENT**

NORTHERN VIRGINIA COMMUNITY COLLEGE **ALEXANDRIA, VA**
2000-PRESENT

Currently working towards AS in Liberal Arts for transfer to a four-year institution for Advertising/Public Relations degree

NORTHERN VIRGINIA COMMUNITY COLLEGE CONTINUING EDUCATION
PHOTOSHOP BASICS **FEBRUARY 2001**

RATES:

Dependent on project

SAMPLES AND REFERENCES:

Available on request