

Designer • Graphic Artist • Web Developer

Carol J. Dunlop

1025 Rose Creek Dr., #620329, Woodstock, GA 30189

artistcsi@yahoo.com

Advanced Technical Skills

SOFTWARE

- Acrobat
- CorelDraw
- Dreamweaver
- FileMaker Pro
- Fireworks
- Flightcheck
- Flash
- Freehand
- HTML
- ImageReady
- Illustrator
- InDesign
- PageMaker
- PhotoShop
- QuarkXPress
- Real Producer
- WS FTP
- Microsoft FrontPage
- Microsoft Office Suite
- Microsoft Outlook
- MS Exchange Server

OPERATING SYSTEMS

- MacOS
- Win'95 through XP

EQUIPMENT

- Hewlett-Packard
- Epson
- Linotronic Imagesetters
- Agfa Imagesetters
- Lasermaster
Plain-paper typesetters
- TekTronix
- IOLINE 8 plotter
- Canon Fiery
- FujiFilm Pictro Proof

Professional Profile

- In-demand Designer with a proven ability to develop creative solutions
- Results-oriented producer who has mastered the ability to work within a deadline-focused, production-oriented environment

Work History

Creative Services International, Inc., Atlanta, GA. **May '98 - Present**

ART DIRECTOR

- Retained by diverse industry clients to create original art and graphic layouts
- Concept development of marketing strategies for client campaigns
- Develop and layout content, banners, logos and merchandise for client websites
- Design and launch a variety of websites
- Perform technical coding, review and testing on various client sites prior to launch
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Placement of advertising in trade publications
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters
- Oversee design of marketing materials from concept to finish for trade shows, conferences, workshops and general marketing campaigns

Key Accomplishments

Household Publishing - Responsibilities included creating and designing the prototype and premiere issue of the "Black Health" magazine and the companion website, www.blackhealth1.com. Other duties included overseeing and directing photo shoots, creating and approving page layouts and selecting appropriate stock photography.

Real Resultz Fitness - Designed client's website, which serves as an integral part of their marketing plan. Since going live, the site's owner was forced to expand his business into a new facility in order to accommodate the increased business.

Northside Hospital - Redesigned the Year-end reporting process and documents for the Quality Improvement department by converting all MS Word files to Adobe PageMaker. The reports' printing process was also streamlined and as a result, printing costs were cut 30%.

Sportime International, Inc., Atlanta, GA. **September '97 - May '98**

GRAPHIC ARTIST

- Design/layout of catalog pages for 5 separate titles, published 4x per year
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters
- Design and oversee output of marketing materials for trade shows and workshops

Jaye Communications, Inc., Atlanta, GA. **March '95 - September '97**

PRODUCTION MANAGER/DESIGNER

- Managed monthly ad trafficking and production materials for Consumer Technology (formerly Atlanta Computer Currents) and iTechSouth magazines
- Oversee design of marketing materials from concept to finish for trade shows, conferences, workshops and general marketing campaigns

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Partial Client List

- Advertising Technologies (ATI)
- AIG Group Personal Lines
- Aquent Partners
- Arone Bridal & Formals
- Bowsky Auto Sales
- Buck Consultants
- Georgia AGAPE
- Greenbriar Church of Christ
- Household Publishing
- INET Media Publishing
- Law Enforcement Press
- LogiCorp Corporation
- Marketing Specifics
- Miller-Zell
- Northside Hospital
- Pangea Ltd.
- Personality Insights
- Red Room Productions
- Schaffer Road Church of Christ
- Turner Road Church of Christ
- The Virgin Islands Association of Atlanta

Work History (continued)

- Developed tracking methods to manage accounting and production cycles
- Placement of advertising in trade publications
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics

Key Accomplishments

- Production and ad submission process were organized into a self-maintained system, resulting in the ability to track advertisers throughout the production process
- Key player in the development of interactive dialogue training for the sales and marketing staff to help them better understand the production process

Malone Displays, Atlanta, GA February '94 - March '95

GRAPHICS SPECIALIST

- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Create color proposals to market exhibit projects
- Output display art for museums and trade shows onto vinyl and film
- Produce original art for use in museum displays, trade shows, banks and showrooms across the country

Key Accomplishments

- Part of the initial team that created the design department
- Initiated the use of desktop publishing software to create sales literature for marketing to future clients

TechSouth/BAPCO, Norcross, GA March '89 - December '93

GRAPHICS SPECIALIST

- Digital design of the "Real Yellow Pages"
- Data Processing, electronic typesetting, page-layout and design
- Detailed proofing of finished work
- Produced paper mechanicals for use on web offset press

Key Accomplishments

- Member of the development team that created the automated page-layout system for the Yellow Pages

Stibo Datagraphics, Marietta, GA. October '87 - March '89

PRODUCTION COORDINATOR/GRAPHICS SPECIALIST

- Digital design of catalogs in a UNIX environment
- Prep customer art for scanning
- Managed freelance artists for various projects

EDUCATION

Art Institute of Atlanta, Atlanta, GA. 1986 - 1988

Central State University, Edmund, OK. 1984 - 1985

Moore College of Art, Philadelphia, PA 1980 - 1981