

## E D U C A T I O N

Columbia College • Chicago, IL • Multimedia Design Major • June 2000

Illinois Institute of Art • Chicago, IL • Culinary Major • June 2006

## SUMMARY

- Ten years experience in the areas of design and production
- Worked on a wide variety of projects, ranging from print advertising to Web sites to video games
- Proficient with Photoshop, Illustrator, QuarkXPress, PageMaker, InDesign, Dreamweaver, and HTML on both Mac and PC
- Experience working with digital imaging, color correction, photo manipulation, and creating Web-ready graphics

## WORK HISTORY

07/05–Present

Freelance Graphic Designer  
Chicago, IL

- Design and produce web sites, ads, posters, direct mail and promotional materials for various clients
- Provide photo retouching and manipulation
- Assisted Chopping Block cooking school photo shoot for Chicago Home and Garden magazine
- Extensive utilization of InDesign, Quark, Dreamweaver, Photoshop and Illustrator

[www.creativehotlist.com/b\\_caldwell](http://www.creativehotlist.com/b_caldwell)

07/98–06/05

Production/Design Assistant  
The Medical Library Association • Chicago, IL

- Produced and designed monthly 24–36 page print newsletter distributed internationally to more than 1,200 institutions and 3,800 professionals in the health information field
- Designed and produced several four-color brochures distributed internationally
- Saved thousands of dollars by initiating in-house design, as opposed to outsourcing, for all departments
- Extensive utilization of InDesign, Photoshop and Illustrator
- Regularly created PDFs for print and Web using Adobe Acrobat and Distiller
- Responsible for design and upkeep of MLA web site
- Evolved freelance production position into full-time in-house design position in January, 2000

[www.mlanet.org](http://www.mlanet.org)

07/96–05/98

Production Intern  
Virtual World Entertainment Group • Chicago, IL

- Extensive utilization of QuarkXPress, Photoshop, and Illustrator on the Mac
- Assisted in the production and design of *BattleTech* video game displays for Dave and Buster's locations across the U.S.
- Team player in the production and design of the *MechCommander* video game manual and ad campaign
- Designed and produced the Virtual World Entertainment Group web site
- Assisted in the production of the *Invasion! An Extraterrestrial Encounter* video game currently at Disney Quest in Walt Disney World

[www.virtualworld.com](http://www.virtualworld.com)

## SOFTWARE (familiar with both Mac and PC)

- InDesign
- QuarkXPress
- PageMaker
- Acrobat
- Photoshop
- Illustrator
- ImageReady
- Dreamweaver