

Valene Sims

Graphic Designer

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Objective

My objective is to obtain a position where I can use my design skills to the advantage of the organization I work for. I want to be challenged every day doing what I love to do and am committed to contributing to the missions and goals of the organization.

Skills

Proficient in Adobe Creative Suite CS2-CS5.5, Dreamweaver and Quark XPress 7-9; Working knowledge of Adobe Muse Beta

Extensive background in Print Design and Layout, working knowledge of Web Design

Experience

October 2011 - Present Prepress Specialist
Wentworth Printing Corporation, West Columbia, SC

Duties: Open and examine customer files to check for low resolution images, font problems, bleed, etc; Collaborate on ideas and design for marketing materials,

November 2008 - Present Freelance Graphic Designer
The Manufactured Housing Institute of South Carolina, Columbia, SC

Duties: Design and layout 16-page quarterly magazine; Design and layout four-page quarterly newsletter; Attend and photograph annual meetings and conventions

September 2010 - October 2011 Project Manager/Graphic Designer
The R.L. Bryan Company, Columbia, SC

Duties: Enter job information for print projects; Prepare files for proofing and printing; Manage communication between customers and the plant; Book cover design and layout; Design promotional materials for customers and R.L. Bryan; Edit or re-design customer files

March 2010 - September 2010 Graphic Designer
SC Trend, LLC, Columbia, SC

Duties: Design and layout of Greater Columbia Business Monthly and Greater Pee Dee Business Journal; Advertisement Design; Photography for featured stories

April 2006 - March 2010 Office Manager
Ambassador Animal Hospital, Columbia, SC

Duties: Assist owner with enacting and enforcing office policies; Plan and officiate weekly office meetings; Manage client communications, schedule appointments, handle fee payment; Design and manage company website

Freelance Experience

For four years I have completed a variety of freelance projects. Some of my projects have included website design, book design and brochure design. Most recently I designed the books, The Medal of Honor: Our American Heroes and also Radiation Therapy Essentials.

Education

The University of South Carolina, Columbia, SC
Bachelor of Arts in Journalism and Mass Communication
Major: Visual Communication Minor: Media Arts

References available upon request