

Rebecca Gervais [graphic designer]

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< summary >

Experienced team player and motivated self-starter with 8+ years experience in print and web design. Possess strong project management and organizational skills and constant motivation to learn. Wield versatile skills on both Macintosh (Classic / OSX) and PC platforms. Proven ability to work efficiently in fast-paced, deadline-oriented environments, while maintaining an eye for detail.

< skills >

- **Platforms:** Proficient on both Macintosh (Classic / OSX) and PC
- **Software:** Adobe: InDesign, PageMaker, Photoshop, Illustrator, Acrobat (Reader & Distiller); QuarkXpress, Macromedia Dreamweaver, Fireworks, Flash; Microsoft: Word, Excel, Powerpoint, Access, Outlook
- **Photography:** working knowledge of digital SLR photography
- **Internet:** active server pages, CGI script, cascading style sheets, HTML, java script
- **Foreign Language:** Verbal and written communication in French

< experience >

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Art Director, January 2002 - May 2005

Production Manager, November 2000- January 2002

Green Mountain College, Poultney, VT < A private, four-year environmental liberal arts college >

- Consult with various departments on campus to create collateral materials: brochures, rack cards, advertisements, posters, newsletters, annual reports, mini web sites, and direct mail
- Design publications for communications office including weekly campus newsletter and quarterly newsletter distributed to alumni and friends of the College
- Design and maintain college web site: www.greenmtn.edu
- Manage print jobs, balancing lowest price, highest quality and fast turn-around
- Organize, schedule and direct photo shoots
- Train and supervise work-study students
- Photograph college events for use in various publications, using digital SLR camera

notable accomplishments

- Reduced expenditures of college web site through in-house redesign, and implementation of easily updatable pages using active server pages and templates
 - Created visual identity plan for the College with collaboration from Director of Communications
 - Established office filing system for all client jobs in order to quickly locate pertinent project information
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Designer/ Production Assistant, June 1996 - October 2000

Advantage Type & Graphics, W. Pawlet, VT and Web Design Central (a division of Advantage), Manchester, VT
< Award winning multi-media design firm >

- Develop web sites for numerous local inns, B&Bs, artists, and other small businesses
- Collaborated on production and design of client newsletters, flyers, advertisements, and The Vermont Weathervane (a small country newspaper owned by Advantage)
- Performed on-site client tutorials for updating web sites through online CGI programmed forms
- Trained administrative assistant, and web design assistant

notable accomplishments

- Designed and implemented data management system to efficiently and effectively create and update e-commerce web site
- Collaborated with team to develop and implement inter-office digital information system using a file server and daily backup methods

< instructional experience >

Introduction to Computer Graphics, Green Mountain College, Fall 2004 (PC)

Media Design, Green Mountain College, Fall 2002, 2003 (PC)

Introduction to Computing, Arts & Humanities, Castleton State College, Fall 2001 (Mac)

< education >

Bachelor of Science in Communications: Graphic Design concentration
Castleton State College, Castleton Vermont, 2000, cum laude