

Tracy Klein

Graphic & Web Designer Located In the Central New Jersey Area

t: 908.359.4550 | tracy@tracykdesigns.com | www.tracykdesigns.com

PROFILE

- Dedicated, well-organized, creative professional with a background in the Graphic Design, Web Design, and Marketing industries.
- Looking for an opportunity to meet and exceed professional and personal goals.
- Strong communication skills, which facilitate a high level of collaboration among colleagues in a team-oriented environment.
- Quick learner able to solve problems easily and effectively enabling me to adapt to rapidly changing needs of a company.
- Enjoys a fast-paced, creative, and challenging environment.

SKILLS

Software

Operating System: Proficient in Macintosh OS 9 & OS X | Windows XP

Graphics: Photoshop CS2 | Illustrator CS2 | QuarkXpress 7 | Knowledge of InDesign CS2

Web: Dreamweaver 8 | ImageReady CS2 | BBEdit | Knowledge of Flash 8 & Fireworks 8

Other: Acrobat 7 | PowerPoint 2004 | Word 2004

Creative & Technical

Print: Ad Designs | Annual Reports | Brochures | Branding & Identity | Collateral | Direct Mail | Flyers | Invitations | Packaging | Point of Purchase | Postcards | Posters | Prepress & Print Production | PowerPoint Presentations | T-shirt Design

Web: Banner Creation | CSS | Email Newsletters | File Conversion | HTML | JavaScript | Web Design | Web Development | Web Maintenance | Knowledge of DHTML

EXPERIENCE

United Way of Morris County, Cedar Knolls, NJ 2003 – Present

Senior Graphic & Web Designer

- Sole person working on the design and production of all marketing collateral.
- Responsible for the design, development, and maintenance of the company's website.
- Create monthly HTML email newsletters for the company.
- Re-created all print and web materials to adhere to corporate brand identity.
- Work with a Marketing team of copywriters and editors during all phases of projects.
- Design PowerPoint presentations for the company and their affiliates.
- Communicate with vendors the specs of projects and insure accurate delivery.

Freelance Designer 2003 – Present

Graphic & Web Designer

- Design and develop websites for various small-to-medium-sized businesses.
- Update and maintain client websites on an ongoing basis.
- Provide all aspects of graphic design and print production to clients.

Roche Laboratories Inc./Media Design Management, Nutley, NJ 2007 – 2008

Web Design Contractor

- Remote and on-site contractor for a division of Hoffmann-La Roche working on the website BoneHealth.com, a mirosite for the medication BONIVA®, and other projects as needed.
- Created Photoshop design comps for websites and email campaigns.
- Developed HTML files and update ASPX files for websites and email campaigns.
- Worked with a team of designers, developers, and copywriters for all phases of projects.



Tracy Klein

Page 2

EXPERIENCE (continued)

Brandesign Incorporated, Monroe Township, NJ 2002 – 2003

Senior Graphic Designer

- Worked with a team developing brand identity for clients such as MasterFoods® and Bayer HealthCare.
- Created designs from concept to final production including packaging, logos, and promotional materials.

Viva International Group, Somerville, NJ 1999 – 2002

Senior Graphic Designer & Visual Manager

- Created marketing collateral for eyewear brands such as GUESS, Ellen Tracy, Candies®, Harley-Davidson®, and Geoffrey Beene.
- Worked with tight deadlines while producing brand friendly designs for both Domestic and International markets.
- Managed and created all of the point of purchase for the company.
- Updated information for advertising brochures and magazine publications.
- Organized and coordinated company and trade show visual presentations.
- Responsible for communicating with vendors about design projects.
- Liaison between marketing department and sales force.

F&M Expressions Unlimited, Mahwah, NJ 1996 – 1999

Graphic Designer

- Originated t-shirt designs from concept to finish using Adobe Illustrator.
- Separated spot colors of designs and created film to prepare for prepress.
- Supervised typesetting department to operate efficiently.

EDUCATION

Degree

Associate of Applied Science, Graphic Design 1994 – 1997

County College of Morris, Randolph, NJ

Web Design Certificate 2003 – 2005

Sessions.edu, Online School of Design

Continuing Education

CSS Training 2007

Webucator, Jamesville, NY

Photoshop CS Seminar 2003

Jacob Javits Center, New York, NY

Web Design and Development Conference Seminar 2001

Rockhurst University Continuing Education Center, Inc., Morristown, NJ

Powerpoint 2000 Class 2001

Alphanet Training Center, Morris Plains, NJ

Advanced Photoshop 5.5 Class 1999

Morris County School of Technology, Denville, NJ

Advanced QuarkXpress 4 Class 1999

Essex Computers, Clifton, NJ

Intermediate Photoshop 4 Class 1998

Micro Training Technologies, Fairfield, NJ

