



*Jacqueline M Hellman*

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## Professional Experience:

- Designed, published and prepared for press: brochures, business cards, flyers, business forms, catalogs, event programs, newsletters, and logos for local businesses, and organizations.
- Publication for press: book and book cover layout, typography and design.
- Designed legally compliant labels and instruction manual for medical equipment.
- Digitized and colorized medical illustrations for medical book publishers.
- Starline Printing digital and manual pre-press.
- Business acumen gained from experience in running two businesses for over 20 years, including customizing business software applications, and producing a variety of promotional business materials.

## Computer Software Skills

- *Computer platforms and applications:* Mac and PC platforms; File Transfer Protocol (FTP) use and instruction.
- *Design software:* Adobe Creative Suite 1, 2, 3, 4 — InDesign, Photoshop, Illustrator, Dreamweaver, Adobe Acrobat Pro; PitStop Pro; QuarkXpress 6.
- *Business software:* MS Office Pro 2003; MS Money; QuickBooks Pro.

## Proficiency Profile:

- Meticulous page layout, typography and application integration.
- Committed to excellence, integrity, quality and high work ethic.
- Highly competent in meeting deadlines.
- Skilled in project management and coordination.
- Highly developed organizational skills and attention to detail.
- Strong interpersonal skills, excellent rapport establishment and customer service.
- Multi-talented, reliable, responsible, and adapt easily to change.

## Education:

### Current career:

AA degree - concentration in Business Graphics, 2009 CNM, NM — 4.0 GPA.  
Digital Publishing Skill Set (prepress), CNM, NM, 2004–2005.

### Previous career reference:

Over 6000 classroom hours of vocational, certificated and licensable programs.  
College Preparatory School (with an emphasis on Art and Business),  
Highlands Preparatory School for Girls, Avon Park, FL.

## Professional Memberships and Associations:

American Institute of Graphic Arts (AIGA)  
Graphic Artists Guild (GAG)  
Phi Theta Kappa Honor Society  
The National Deans List

*(Portfolio available upon request or see website)*