



Jacqueline M Hellman
Albuquerque, NM graphicdesign@macrolife.net

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 including: McGraw-Hill, Elsever, Wiley and Sons, Springer and Thieme.
- Pre-press includes document preparation, imposition, use of industrial guillotine paper cutter, paper folders, and binders; in addition to digital and manual pre-press at Starline Printing.
- 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, Flash, Adobe Acrobat Pro; PitStop Pro; QuarkXpress 6.
- *Business software:* MS Office Pro 2003; MS Money; QuickBooks Pro.

Proficiency Profile:

- Meticulous and creative page layout, typography and application integration.
- Highly developed organizational skills, attention to detail, manual dexterity, and visual acuity.
- Committed to excellence, integrity, quality and a high work ethic.
- Skilled in project management/coordination and meeting deadlines.
- 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)	Phi Theta Kappa Honor Society
Graphic Artists Guild (GAG)	The National Deans List

(Portfolio available upon request or see website)