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## **Work Experience**

### **New Breed Marketing**, Winooski, VT, December 2009 - June 2010

Senior Production Designer

Responsibilities included creating a variety of conceptual print and web design projects, overseeing the day-to-day print projects, leading the process of quoting and estimating print projects, pre-flighting, packaging and delivering all print projects to vendors and serving as the lead print contact in the design studio.

### **Vermont Teddy Bear**, Shelburne, VT, April 2008 - December 2009

Senior Graphic Designer

Responsibilities included the design and layout of the PajamaGram catalogs, art direction of PajamaGram photo shoots, designing signage, print materials, advertisements, emails, web banners, and creating web content for the Vermont Teddy Bear, PajamaGram and Calyx Flowers brands, press checks, pre-flighting and signing off on work before it goes to print, working with the Copywriter in Adobe InCopy and conducting roundtable meetings during the catalog process.

### **Vermont Teddy Bear**, Shelburne, VT, June 2005 - April 2008

Graphic Designer

Responsibilities included the design and layout of the PajamaGram catalogs, designing signage, print materials, advertisements, emails and web content for the Vermont Teddy Bear, PajamaGram and Calyx Flowers brands.

### **Minuteman Press**, South Burlington, VT, May 2002 - June 2005

Pre-Press Graphic Designer / Customer Service Representative / Marketing Representative

Responsibilities included pre-flighting files sent from clients, designing for clients and going through the proofing process, customer service, marketing and collecting marketing material, and quoting.

### **The Genesis Group**, South Burlington, VT, January 2002 - April 2002

Graphic Design Intern

Responsibilities in 120 hour internship included re-sizing and creating ads to be submitted to local newspapers/magazines, logo development exercises, attending press checks and enhancing the archiving system.

## **Education**

### **Champlain College**, Burlington, VT

B.S. degree in Multimedia and Graphic Design

May 2004

Worked an average of 20 hours a week while in school since May 2002

## **Organizations**

**Sugarbush College Season Pass Representative**, September 2002 - December 2003

## **Computer Knowledge**

Mac OS, Adobe Creative Suite, Adobe InCopy, Dreamweaver, Flash and QuarkXPress

## **Other Skills and Interests**

Drawing, organizing, Horseback Riding (Dressage), digital scrapbooking and cooking

## **Community Service**

**YMCA Infant and Toddler Program**, Burlington, VT, January 2004 - April 2004

Completed 40 hours assisting in childcare

\* Online portfolio available at [www.lizsmall.com](http://www.lizsmall.com). Print portfolio and references available upon request