



ANNE HARTWELL

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FINE ART
GRAPHIC DESIGN
ILLUSTRATION

TECHNICAL SKILLS AND QUALIFICATIONS:

Detail-oriented Administration Skills – written and verbal communications; excellent organizational and problem solving skills; team player & people person – I consider myself a good listener, attentive to my clients' needs and loyal to my employer.

Graphic Design, Sales, Marketing and Public Relations Skills – construction and correction of files for press production; established accounts; identified client material requirements and issued quotations. Skills required Public Relations/client knowledge.

Experience in Software Programs – Adobe CS5/CS6 Creative Suite (Illustrator, InDesign, Photoshop and Dreamweaver), Power Point and Word 2011. Color management and production experience.

Web Design – Familiarity with Tables/CSS, HTML/HTML5, website validation requirements, entry-level experience with JavaScript, and Flash.

EDUCATION:

- June 2012** **B.A. Graphic Design & Studio Option.** Cal State East Bay, Hayward.
- Dec. 2006** **A.A. Visual Communications.** Print emphasis, Las Positas College, Livermore, California.
- May 2006** **Multimedia and Print Certificates.** Las Positas College, Livermore, California.
- March 1988** **Business & Administration A.A.** Chabot Community College, Livermore, California.

PROFESSIONAL EXPERIENCE HIGHLIGHTS:

2012 to Present **Cal State East Bay, Hayward, Assistant Curator** **Hayward, CA**

Assistant to curator of CSUEB Art Department Gallery. Preparation for four annual gallery shows requiring email correspondence, interactive form creation, and verbal communications with faculty, staff, students and campus departments to promote shows. Gallery supervision, reception planning, food preparation and set up for shows, and design and production of large format banners for events.

2009 to 2011 **Decal Applicators Project Assistant, Graphic Installations** **Pleasanton, CA**

Assistant to owner of graphic installations company for architectural and vehicle applications throughout Northern California. Prepared digital site survey schematics for high profile clients, including creation of files for vehicle wrap. Accounts management, including coordination and supervision of installer's work to meet client and vendor requirements. QuickBook data entry report summaries and analysis, invoicing and account tracking. Coordination of scheduling and job management, including RFQ's to meet client deadlines for installations.

2009 to 2010 **Granada High School, Teaching Assistant** **Livermore, CA**

Assistant for Graphic Design/Business class teacher. Provided constructive critique and assistance to high school students during class, using Adobe Suite applications. Class presentation and informational overview of graphic design, techniques and work place skills requirement discussions.

2007 to 2009 **Vineyard Printing, Graphic Designer & Marketing Representative** **Livermore, CA**

Marketing and sales generation for print broker business. Graphic design creation and correction of client files in preparation for printing. Position required experience and an understanding of the use of suitable materials for production requirements, including file handling and color management. Many new, successful client accounts were established, producing additional sources of continuing revenue.





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PROFESSIONAL EXPERIENCE HIGHLIGHTS (Continued)

1987 to 2007 *Graphic Designer, Freelance* **Livermore, CA**

Owner, part-time graphic design business, requiring marketing, cost analysis, any production of all aspects of graphic identification for profit and non-profit businesses, including logo design, print and advertising media. Successful development and implementation of logo and label production for local winery. Web site design and development for clients using CSS, HTML and Flash.

1998 to 2000 *Our Savior Lutheran, Teacher's Aid & Jnr. High Group Leader* **Livermore, CA**

Teacher's Aide for school of fourth and sixth grade students. Ministry Teacher for Christian Junior High Club program. Program required creation, implementation and administration of curriculum for Junior High age students. Development and leadership program required teaching curriculum with community outreach emphasis. Program goals were set for students' growth, self-esteem and motivation. Supervision of one adult assistant.

6/91 to 05/93 *M.H. Chew, Inc., Graphic Designer/Illustrator* **Livermore, CA**

Creative thinking, interpretation and completion of graphic illustrations using Adobe Illustrator program for inclusion and use in Department of Energy (D.O.E.) documents.

10/91 to 11/91 *Camelott Housing Development, Graphic Designer* **Livermore, CA**

Development, design and production of various pen and ink colorized renderings of elevation and interior floor plan views for Livermore/Houston, TX home developer/builder, using Rapidograph ink pens and watercolor painting. Business card design creation. Production and change request specifications with coordination of drafts person for project completion.

06/90 to 05/91 *Career Network, H.R. Recruiter* **Pleasanton, CA**

Marketing calls, applicant screening, and program coordination of client qualification requirements, ensuring timely, successful placements of personnel. Conducted interviews of Administrative, mid to upper level Management for Pharmaceutical, Medical, Software, Technical and Insurance businesses, ensuring qualified candidate interviews for client selection.

1984 to 1985 *Signetics, Contracts Analyst* **Sunnyvale, CA**

Collection of \$1 M in unclaimed funds from client accounts, through research of terms and conditions of contract sale and examination of accounts receivables/collection accounts. Intense inter-department coordination with Sales, Contracts and Legal departments, requiring organizational, research and communications skills. Non-disclosure agreement documents constructed for the exchange of company proprietary information.

HONORS AND AWARDS:

Mona Froyland Memorial Award, Multi Media, 2012;
ArtSlant Place Winner, Mixed Media, 2012;
President's Recognition Award for collection of funds (Signetics);
First place, Fine art, Las Positas College Anthology Book publication, 'Unbound', 2006;
Ray H. Cornell Achievement Award for fine art submissions, 2006;
Scholarship recipient, Fine art, Las Positas College, 2006.

