

# Clauetta Sabrina Howard

## Designer, Illustrator

Jackson, MS 39206

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(601) 940-6804

To obtain a position as an exclusive graphic designer maintaining consistent corporate identity for campaigns throughout the region; verifying work to ensure accuracy and conformity with corporate specs and ethics, instructions, printing standards, guidelines and specific criteria. I am, however, open to other opportunities that match my experience in related areas.

Willing to relocate: Anywhere Georgia rooted

Authorized to work in the US for any employer

## Work Experience

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### Part time painting instructor

Prissy Paintbrush Studios - Ridgeland, MS  
2011 to Present

I instruct groups of various ages, skill and background through completing paintings canvas using brushes and other tools while keeping an easy going and fun environment.

### Graphic artist, Pre-press tech, printing, finishing and production

A2Z Printing - Jackson, MS

Utilize professional publishing, imaging, and prepress software to design publications, create graphics, and prepare publications for production on digital printers, in accordance with graphic arts and offset printing industry standards.

Use specialized publishing software to format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce files ready for print production.

Work collaboratively with writers, editors, graphic designers, customers and others to prepare their files for print production.

Paginate finished publications.

Design newsletters, brochures, books, posters, logos, signs, banners, and other projects.

Scan and prepare client photographs and illustrations, including color correction, image retouching and silhouetting, and special filtering and textural effects.

Produce high quality color proofs.

Troubleshoot and repair problematic files as needed.

Create large format projects using large format printers.

Provide technical support for clients regarding new and traditional graphic arts techniques and procedures.

Maintain latest design technology and evaluate new publishing and prepress software.

Install and maintain application software and computer operating systems.

Perform maintenance and minor repairs to department equipment.

Perform related duties as assigned.

Machines experience while at A2Z:

#### Printers

Ricoh c901s

Ricoh c7110x

Ricoh 8110s

#### Flat bed

HP Scitex FB700

#### Cutters

Prefecta 115 TVC

Challenge 305

#### Binding

Baum Folder 714

Duplo DC - 745

Horizon Vac-100a

BQ -140

Falcon Packing FM-5540

### **Graphic Artist / Webmaster**

Jackson State University - Jackson, MS  
November 2002 to September 2010

Print design and web graphics which include but not limited to: brochures, fact cards, newsletters, site design and maintenance, archiving, shipping, promotional items, banners, invites and flyers

Developed and processed online forms

Computer Hardware/Software/General repairs

Created editable PDF files using Adobe Acrobat for print and web viewing

Mastered problem solving with troubleshooting abilities

### **Graphic Designer / Sales Team Support Artist**

Bell South Advertising & Publishing Company  
May 2002 to May 2006

Design original artwork for Yellow Pages advertising. Render concepts into tangible form through use of typography, photos, illustrations, layout, graphic elements, color enhancements, and photo manipulation. Acquire and apply knowledge of current design trends to create a comprehensive, marketable product.

Create original artwork as required by customer, instructions printing specifications and reproductive quality standards and proof work to ensure highest quality.

Compose copy for Yellow Pages Ads

Communicate and advise customers, sales representatives and vendors concerning artwork and copy in the preparation and sale of Yellow Pages advertising.

Determine priorities and process work to meet deadlines.

Troubleshoot and resolve problems with sales reps and vendors to insure accuracy.

Performed maintenance of computer hardware/software and work area.

### **Web Design Production Artist**

IBM Interactive Media Department  
March 1996 to March 1996

March 1996 Design visuals for Proposed clients' web sites

Create original artwork as required by customer quality standards and proof work to ensure highest quality.

Freelance Graphic Designer

## Education

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### **Bachelor of Fine Arts in Communication Design & Illustration**

Atlanta College of Art  
May 1995

## Additional Information

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### Skills

Graphic Design

Web Site Development

15+ years experience with Photoshop and Illustrator  
Cross platform design experience (Mac OS 10.4 & PC)  
Applications

Adobe Creative Suite

Current Microsoft Office Professional and powerpoint

Advanced knowledge of Illustrator/Photoshop/InDesign

Other Qualifications

Paper and digital Illustration, creative writing, master of typography and its function in layout & design, refined knowledge of photography & lighting, print and internet technologies, experience with standards, parameters, and limitations from the printing press to online publishing, powerpoint presentations, digital print production, signage, banners, posters and t-shirt designs, digital scanning, bookbinding and photography.