



Dara Edwards

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Objective

I am a skilled and artistic professional specializing in graphic and web design, seeking a position that will further my knowledge and allow me to display my creativity. I am a motivated manager and team leader and an asset to any team I'm assigned to. I am a detail oriented, flexible problem solver, who is hard working and very passionate about design.

Design Knowledge

- Photoshop
- Illustrator
- ImageReady
- InDesign
- Freehand
- Dreamweaver
- Flash
- Acrobat
- Fireworks
- Microsoft Office
- QuarkXPress
- HTML
- JavaScript
- CSS

Professional Experience

Pro Step Marketing – Denver, North Carolina

December 2005 - Present

Head Branding and Marketing Designer

- Websites – splash pages, flash design, banners, interior colors and layout
- Marketing materials – stationery, brochures, flyers, postcards, ads, yard signs, marketing book templates, newsletter templates, vehicle wraps, email stationery and display boards
- Site check – check all buttons, links, copy, titles, graphics and colors to insure they are correct
- Search Engine Optimization – keywords, description, H tags, titles, alt tags, site maps, submitting websites to search engines
- DNS setup/transfers
- Email account setup
- Client training – website editing
- Customer service / website technical support

Better Publishing Inc. – Hickory, North Carolina

February 2005 - August 2005

Office Manager and Graphic Designer

- Managed office and up to ten sales people
- Designed ads for a digital phone book
- Customer service

Dara's Design – Denver, North Carolina

January 2003 - Present

Freelance Graphic and Web Designer

- Websites – splash pages, flash design, banners, copy layout, interior colors and layout
- Marketing materials – stationery, brochures, flyers, postcards, ads, logos, calendars, wedding invitations, wedding programs, greeting cards, catalogs, banners, product tags, product displays and email stationery

Bec-Car Printing Co., Inc. – Mooresville, North Carolina

September 1999 - February 2005

Graphic Designer

- Marketing materials - stationery, brochures, flyers, postcards, logos, calendars, product tags, party and wedding invitations, wedding programs and product displays
- Pre-press
- Customer service

Education

Art Institute – Charlotte, North Carolina

October 2001 - March 2003

Multimedia and Web Design

- Perfect Attendance
- Honor Graduate
- GPA: 3.70
- Dean's List

King's College – Charlotte, North Carolina

September 1998 - August 1999

Graphic Design

- GPA: 3.94
- Dean's List