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Visit [www.penandbrushcommunications.com](http://www.penandbrushcommunications.com) for online portfolio

## Professional Summary

Designer since 1981, providing graphic design for promotional materials since 2001. Additional training/experience in Project Management. Mission: To help companies profit from adding good design to their sales promotions.

## Graphic Design Services

Direct Marketing packages	Announcements
Sales Letters	Gift Cards
Postcards	Certificates
Newsletters	Menus
Flyers	Letterhead
Posters	Business cards
Brochures	<b>Software (PC)</b>
Web sites	InDesign
Web landing pages	Acrobat
E-books	Photoshop
E-mail	Illustrator
E-zines	Paint Shop Pro
Book covers	Quark
Invitations	HTML

## Awards

Won 1st and 3rd place awards at the Toastmasters International District 6 (Minnesota and northern Ontario) PR contest for flyer designs in Spring 2006. Served as club Vice President of Public Relations 2005-2006.

## Relevant Education & Training

Training: American Writers and Artists, Inc.  
Training: Project Management Institute (PMI)  
CDI Career Development Institute, Programming Certificate, Business Applications  
MFA in Design, University of Minnesota

## Recent Experience

### Small Businesses (2001-present)

#### Diamondhead Productions (entertainment and events coordination)

- ▶ Designed and created business web site and continue to maintain site as webmaster for [www.stevemillaranddiamondhead.com](http://www.stevemillaranddiamondhead.com). Continue to design flyers and brochures.

#### Luce Line Stable (horse boarding facility near a riding trail)

- ▶ Designed and created business web site and continue to maintain site as webmaster for [www.lucelinestable.com](http://www.lucelinestable.com). Also designed logo and business card package to coordinate.

### Large Companies (2001-present)

#### Express Scripts, Inc.

- ▶ Created departmental intranet, including graphics and code.
- ▶ Created, published, and distributed monthly newsletter.

#### Donaldson Company

- ▶ Updated content, graphics, code, and site architecture for 45-page project web site.

#### Nextel Partners

- ▶ Created and implemented departmental intranet site to communicate project information to both business leaders and users.

## Previous Experience

### Consultant/Sr. Technical Writer, 1991-2006

- ▶ Earned certificate in computer programming, business applications.
- ▶ Wrote educational materials for IT departments as a contractor, working for several clients over the course of 15 years. Conversant in the life cycle of a project, and understand the development process and the importance of being a collaborative team player.

#### Highlights:

- » Designed User Manuals and Quick Reference Cards.
- » Created computer art for Computer-Based Training modules.
- » Produced design prototypes for custom software (for example, designed buttons, icons, and window tabs).

### University Assistant Professor, 1981-1989

- ▶ Taught Theatre Design for eight years in Texas and Florida. Taught up to seven courses annually and conducted the design and implementation of 4-10 projects per year, ensuring that project goals and objectives were met according to designated priorities, time limitations and funding constraints, while maintaining project quality and integrity.
- ▶ Managed 50 graduate, undergraduate, and civil service employees annually in the lab/shop.

