

Designer • Graphic Artist • Web Developer

Carol J. Dunlop

1025 Rose Creek Dr., #620329, Woodstock, GA 30189 • 678.921.0120
carolj@thedunlops.net

Advanced Technical Skills

SOFTWARE

- Adobe Acrobat
- CorelDraw
- Adobe Dreamweaver
- Fireworks
- Flightcheck
- Flash
- Adobe ImageReady
- Adobe Illustrator
- Adobe InDesign
- PageMaker
- Adobe PhotoShop
- QuarkXPress
- Microsoft FrontPage
- Microsoft Office Suite
- Microsoft Outlook
- MS Exchange Server

SOCIAL MEDIA

PLATFORM DESIGNS

- Twitter
- Facebook
- LinkedIn
- Wordpress

E-COMMERCE PLATFORM

SOFTWARE SETUP AND CONFIGURATION

- Network Solutions
- Zencart
- Paypal
- WP e-Commerce Plugin for Wordpress

OPERATING SYSTEMS

- MacOS
- Win'95 through XP

Professional Profile

- In-demand Designer with a proven ability to develop creative solutions
- Results-oriented producer who has mastered the ability to work within a deadline-focused, production-oriented environment
- Social Media designer and manager to help clients stay up-to-date with Web 2.0

Work History

Creative Services International, Inc., Atlanta, GA. **May '98 - Present**

ART DIRECTOR

- Retained by diverse industry clients to create original art, graphics and websites
- Concept development of marketing strategies for client campaigns
- Develop and layout content, banners, logos and merchandise for client websites
- Design and launch a variety of websites, Facebook fanpages, Twitter and LinkedIn accounts
- Perform technical coding, review and testing on various client sites prior to launch
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Placement of advertising in trade publications
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters and various Hi-res printers
- Oversee design of marketing materials from concept to finish for trade shows, conferences, workshops and general marketing campaigns

Key Accomplishments

Traxxion Dynamics - Configured and maintained website design to work with Network Solution's e-commerce web design system and create and maintaining social media presence.

South Cherokee DUI School - Designed client's website, which serves as an integral part of their marketing plan and payment system.

Northside Hospital - Redesigned the Year-end reporting process and documents for the Quality Improvement department by converting all MS Word files to Adobe PageMaker. The reports' printing process was also streamlined and as a result, printing costs were cut 30%.

Sportime International, Inc., Atlanta, GA. **September '97 - May '98**

GRAPHIC ARTIST

- Design/layout of catalog pages for 5 separate titles, published 4x per year
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters
- Design and oversee output of marketing materials for trade shows and workshops

Jaye Communications, Inc., Atlanta, GA. **March '95 - September '97**

PRODUCTION MANAGER/DESIGNER

- Managed monthly ad trafficking and production materials for Consumer Technology (formerly Atlanta Computer Currents) and iTechSouth magazines
- Oversee design of marketing materials from concept to finish for trade shows, conferences, workshops and general marketing campaigns

Designer • Graphic Artist • Web Developer

Carol J. Dunlop

1025 Rose Creek Dr., #620329, Woodstock, GA 30189 • 678.921.0120
carolj@thedunlops.net

Partial Client List

- Advertising Technologies (ATI)
- AIG Group Personal Lines
- Aquent Partners
- Arone Bridal & Formals
- Bowsky Auto Sales
- Buck Consultants
- Georgia AGAPE
- South Cherokee DUI School
- Household Publishing
- INET Media Publishing
- Law Enforcement Press
- Logicon Corporation
- Marketing Specifics
- Miller-Zell
- Northside Hospital
- Pangea Ltd.
- Personality Insights
- Red Room Productions
- Schaffer Road Church of Christ
- Turner Road Church of Christ
- The Virgin Islands Association of Atlanta

Work History (continued)

- Developed tracking methods to manage accounting and production cycles
- Placement of advertising in trade publications
- Prepress duties include preflighting files, color correction, set-up files for output to imagesetters
- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics

Key Accomplishments

- Production and ad submission process were organized into a self-maintained system, resulting in the ability to track advertisers throughout the production process
- Key player in the development of interactive dialogue training for the sales and marketing staff to help them better understand the production process

Malone Displays, Atlanta, GA. **February '94 - March '95**

GRAPHICS SPECIALIST

- Perform photo manipulation, editing and touch-up duties on digital photography
- Create and edit vector graphics
- Create color proposals to market exhibit projects
- Output display art for museums and trade shows onto vinyl and film
- Produce original art for use in museum displays, trade shows, banks and showrooms across the country

Key Accomplishments

- Part of the initial team that created the design department
- Initiated the use of desktop publishing software to create sales literature for marketing to future clients

TechSouth/BAPCO, Norcross, GA. **March '89 - December '93**

GRAPHICS SPECIALIST

- Digital design of the "Real Yellow Pages"
- Data Processing, electronic typesetting, page-layout and design
- Detailed proofing of finished work
- Produced paper mechanicals for use on web offset press

Key Accomplishments

- Member of the development team that created the automated page-layout system for the Yellow Pages

Stibo Datagraphics, Marietta, GA. **October '87 - March '89**

PRODUCTION COORDINATOR/GRAPHICS SPECIALIST

- Digital design of catalogs in a UNIX environment
- Prep customer art for scanning
- Managed freelance artists for various projects

EDUCATION

Art Institute of Atlanta, Atlanta, GA. 1986 - 1988

Central State University, Edmund, OK. 1984 - 1985

Moore College of Art, Philadelphia, PA 1980 - 1981