

LEANNE MAXWELL

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Concept-to-completion designer with extensive print and moderate web production background
Editorial, marketing, branding, advertising, logo creation, and typography
Highly organized, with excellent communication and time-management skills
Proficient in Adobe Creative Suite, Mac OSX

PROFESSIONAL EXPERIENCE

FREELANCE DESIGN/PRODUCTION

MAY 2008 –PRESENT (contract basis)

Sheila Buchanan Designs, Travelsmith, Palmer Advertising, Low Carbon Productions, Collective Merchandising

- Build and organize layouts for print and web, edit and research photos and graphics, collaborate on concepts and branding, make corrections.

HOME ENERGY MAGAZINE

OCTOBER 2001–MARCH 2008

Designer

BERKELEY, CA

- Integral in transforming the look of *Home Energy* Magazine and its website, streamlining it into a viable print and online resource.
- Responsible for the layout of editorial content — eight full-color, 52-page issues per year.
- Designed four-color front covers, processed photographs and artwork, and produced graphs and tables.
- Processed, prepared, and uploaded files for press digitally via our printer's Insite proofing system; this was a new implementation that saved time and reduced the cost.
- Developed and updated Web site content on a monthly basis; edited front-end PHP and HTML code, optimized graphics, and entered content via a content management system.
- Produced in-house collateral and developed company identity; created ads for clientele.

NUVO NEWSWEEKLY

1998–2000

Lead Designer

INDIANAPOLIS, IN

- Created four-color cover images, scanned and corrected accompanying photographs and artwork.
- Produced illustrations; charged with the layout, preparing for press, and digitally uploading complete sections of the paper.
- Designed and processed client advertising and sales presentations; developed headlines.

TECHNICAL SKILLS

- InDesign • Quark • Photoshop • Illustrator • Acrobat • HTML/CSS • Dreamweaver • Microsoft Office Suite
- Video-editing • Photography • Illustrating • Blogging

EDUCATION

INDIANA UNIVERSITY
1996

BACHELOR OF ARTS, STUDIO ART/PHOTOGRAPHY
BLOOMINGTON, IN

References Gladly Provided Upon Request