

Resume for Susan Hilton

U.S. & Canada Toll free: 1-877-282-2235

Online Portfolio at <http://www.grafreak.com>

Email: Susan@Grafreak.com

Demonstrated Abilities

- ✚ Web site design; web page construction using html based editors
- ✚ Adept in Photoshop, Illustrator, with a Keen Eye for Detail
- ✚ Skilled in Quark Xpress, Adobe Indesign, Fireworks, Flash, Powerpoint, Dreamweaver
- ✚ Capable of designing and executing multimedia presentations and print material
- ✚ Effective written, verbal and interpersonal skills, comfortable with an audience
- ✚ Versatile to adapt to new ideas or procedures
- ✚ Creative and progressive problem solver
- ✚ Punctual, motivated and dedicated to excellence
- ✚ Proficient on both Mac and PC platforms.
- ✚ Training, Teaching in Classroom Environment at College level.

Employment History

1995 - Present **SELF EMPLOYED**

Peterborough ON, Toronto ON, Salt Lake City Utah, Jacksonville Florida.

- ✚ Contract Web Site Designer and Freelance Graphic Artist, Copy Writer
- ✚ Clients include Network Marketing Industry, Medical Billing Solutions, Real Estate Industry, News/Editorial and Direct Marketing Publishing, Business Identities and branding for Small to Medium Independent Businesses.
- ✚ Duties: Creative Concept, execution and implementation of Marketing Campaigns, including Web site design, web site page construction, liaise with clients, on a contract basis and freelance as well creating logos, web sites and illustrations and mural design. Magazine, newspaper ad design, CD cover design, Transportation vehicle Design. Self promotional Web Site at www.grafreak.com

SIR SANFORD FLEMING COLLEGE

Peterborough ON

College Instructor

- ✚ Duties: Part-time Teaching Night school Courses in Photoshop 5.5 and Illustrator 9. Also have experience with Photoshop 6.0 through my own software, creative artist skilled in Graphic Design and Illustration.

VICTORIA BACKPACKERS HOSTEL

Victoria BC

Hostel Manager

- ✚ Duties: Sole administration and management of Backpackers Hostel, catering to world travelers. Promotion, advertising and customer service to encourage accommodation in 40 bed establishment.

TRINITY SQUARE

Toronto ON

Café Manager of Vocational Rehabilitation Program

- ✚ Duties: Staff motivation; vocational skills training; customer relations; staff scheduling and evaluation; menu preparation, budget control, promotion and special events; liaison with social workers.

HOMES PUBLISHING GROUP

Scarborough, ON

Production Manager

- ✚ Duties: Co-ordination of three real estate magazines from concept to finished product; contract and supervise artists, writers etc; quotation and invoicing for additional film and artwork; agency and client liaison with regards to obtaining and updating advertising.

CREATIVE DYNAMICS

Toronto ON

Art Director

- ✚ Duties: Independently design, render and paste-up all art for newsletters, brochures, catalogues and advertisements; co-ordinate production from creative to printed stages; client liaison during production processes; quality control

THE KERBEL COMMUNICATIONS GROUP

Toronto ON

Production Manager

- ✚ Duties: Create and supervise budgets for clients in public relations and advertising programs; contract and supervise writers, artists, printers, photographers and typesetters to meet the demands of a busy public relations and advertising agency with constant deadlines; in-house design, render and paste-up and illustrations when required to meet overnight deadline situations; proof all artwork and pre-press printers layouts.

GOLDEN GRIDDLE PANCAKE HOUSE LIMITED

Toronto ON

Marketing Representative

- ✚ Duties: Development and implementation of advertising and marketing programs for individual franchise operations; responsible for approximately 10 restaurants and a \$100,000 budget.

SIMILAS GRAPHICS

Toronto ON

Graphic Artist and Production Supervisor

- ✚ Duties: Design and production of all artwork to film stage; film stripping, camera work and production of colour keys and Dylux proofs; supervision of print production, scheduling and insuring quality control of all print material; payroll, accounts receivable and payable, invoicing and ordering supplies.

NARVALI PHOTOGRAPHY

Toronto ON

Graphic Artist and Assistant to Photographers

- ✚ Duties: Concept, design and layout to finished artwork of full colour photographic brochures and product catalogues for a co-operative commercial photography studio, on a contractual basis; consult and assist photographers in set design and composition of various industrial and retail product shots; co-ordinate wedding print orders; execute finished artwork for audio visual slide shows.

Education:

GENESYS SYSTEMS

Peterborough, ON

Graphics Communications Specialist

Upgraded skills in Quark Xpress, Adobe Illustrator, Photoshop, Pagemaker, CorelDRAW, Macromedia Director, Fireworks, Web design, Asymetrix Toolbook, Power point, and Photography

HUMBER COLLEGE OF APPLIED ARTS & TECHNOLOGY

Toronto ON

Advertising and Graphic Design Program

Honour Graduate

LAKEFIELD DISTRICT SECONDARY SCHOOL

Lakefield ON

General Academic Studies

O.S.S.G Diploma Obtained

Course/Workshop: 1996 REIKI - LEVEL 1

Peterborough ON

COUNSELOR TRAINING WORKSHOP

Toronto ON

SECOND CITY IMPROVISATION

Toronto ON

THEATREWORKS ACTING STUDIO

Toronto ON

INTRODUCTION TO PHOTOGRAPHY

Toronto ON