

Skill Profile

Project Management

Proven experience in project management across several assignments. Ability to work well under pressure, meet deadlines and manage multiple projects simultaneously.

Graphic Design and Production

Well versed in print design and production including multi-page documents, training materials, presentations, advertising, newsletters, and more.

Web Experience

Design and build Divi WordPress multi-page sites. Create digital PDFs and flipbooks. Produce company web pages via Adobe Experience Manager CQ5. Proofing with Kodak Insite.

Training Development

Develop learning objectives and organize content for product training articles and training guides. Ensure all training materials meet learning objectives.

Event Coordination

Capable in event management including creating trade show exhibit booths, product giveaways, business dinners, and class reunion events.

Process Development

Develop and evaluate processes, and collaborate with direct reports to adjust as needed or challenge the team.

Relationship Building/Coaching

Ability to develop strong relationships with company stakeholders, external vendor partners and direct reports. Strong leadership and coaching skills to build an engaged and collaborative team.

Writing

Wide-ranging writing and editing including training articles and materials; ensuring team writers meet training objectives; writing Internet garden articles and writing/producing retail radio ads.

Work History

Freelance

- November 2018–Present
Design, Project Management,
Training Development

Sears Holdings

- May 2015–November 2018
Creative Project Manager,
Learning Solutions
- August 2003–May 2015
Graphic Designer, *Sales Today* Training
Magazines (Four Versions) and Other
Projects
- October 2002–August 2003
Project Coordinator, *Sales Today*
- July 2001–October 2002
Editor, *Dealer Currents* Training Magazine

Dave's Garden

2008
Garden Writer

Aquent (Contractor)

1997 – 1998, 1999 – 2001
Graphic Production, Various Clients

Aquent

1998–1999
Office Manager/Recruiter

Newspaper Association of America

1994–1997
Marketing Assistant

Freelance

1990–1994
Desktop Publishing, Advertising,
Landscape Design

Creative Fields, Inc.

- 1989–1990
Advertising Producer
- 1986–1989
Radio Writer/Producer, Broadcast Assistant

Education

B.S. School of Communications, 1985
Southern Illinois University, Carbondale, IL