

Mary Minor

Advertising

434 W. 52nd St. #11

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United States

View the full portfolio at <http://www.thecreativefinder.com/slyparakeet>

Professional Experience and Curriculum Vitae

I am seasoned Pre-Press Designer with a solid work ethic. Whether saving Revlon, Almay and Cablevision hundreds of thousands of dollars by doing retouching myself, helping Art Directors trouble-shoot issues with the Adobe Creative Suite, helping a studio run more efficiently by revamping the studio archive system, or assuming responsibility for creating a studio guideline document to help new freelancers, my positive attitude and infectious laugh made it all look effortless. I am also a gifted writer and editor, who routinely utilizes my astute eye to provide support to proofreaders, copywriters and account people while working on jobs. I rarely break a sweat while meeting tight deadlines and thrive working independently and in a team.

I am Experienced in all current industry standard software including Adobe InDesign, Photoshop, Illustrator, Acrobat, QuarkXPress, Microsoft Word, PowerPoint; knowledge of HTML5, CSS, DreamWeaver, FireWorks.

Specialties: InDesign, photo retouching, pre-press, design and edit PowerPoint presentations, making your life easier by helping you reach your deadlines.

Previous Clientele

Rivet, Revlon, Almay, American Express, Bacardi, Bombay Sapphire Gin, The Sloan Group, Estee Lauder, Polo Ralph Lauren, Suddler & Hennessey, Fox Sports, Ben & Jerry's, Mohegan Sun Casino, Budget Rent a Car, Bristol-Myers Squibb, Glaxo Smithkline, Novartis

Awards and Accolades

Mary Stuart Minor (917) 532-7050 • mminor@rcn.com

PROFESSIONAL EXPERIENCE

Pre-Press Design Wizard

Pre-Press Designer experienced in all current industry standard software including Adobe InDesign, Photoshop, Illustrator, Acrobat, QuarkXPress, Microsoft Word, PowerPoint; knowledge of HTML, DreamWeaver, FireWorks. Currently pursuing a Certificate in Digital Publishing. 15 years experience in the advertising agency environment in direct mail, pharmaceutical, consumer and business-to-business.

Freelance Graphic Designer/Pre-Press Production Specialist

Minor Masterpieces, NY, NY 5/11–11/12

- Quality control of English and Spanish direct mail pieces to ensure adherence to client and United States Postal requirements.

- Edit and manage pre-press of posters, out-of-home, banners and magazine advertisements ensuring they match Rivet/client specifications

- Retouch images per Art Director/Client request

- Optimize images for use in e-mail or Powerpoint

- Assist Art Directors in developing layouts for letters and brochures

- Update, maintain and organize server with new images as needed

- Prepare comps of envelopes, letters and specialty direct mail pieces for client presentations

- Develop die lines for specialty direct mail pieces

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The newest Kindle Fire HD tablet is here.

It's so much more than an eReader.

And it's yours free.

Sample A. Sample
123 Anystreet
Anytown, CT 45678

Dear Sample A. Sample,

You have plenty of surprises in life. Some good. Some not so good.

Here's one of the good ones: a **free** Kindle Fire HD tablet when you sign up for our TV, phone and internet service for \$79.95 a month for two years. Service you can count on for no interruptions. No surprises. Plus you also get DVR free for one year.

With your new tablet, you can watch live TV anywhere in your home with the free Optimum App. Plus, video chat, email, catch a movie or fight off Angry Birds' enemies wherever you go.

TV: Watch what you want where you want.

- Over 535 channels available including the NFL Network. Plus free HD and free On Demand.
- Watch live TV anywhere in your home on your Kindle Fire, iPad®, iPod touch®, iPhone® or laptop with the free Optimum App.
- Enjoy your favorite shows in your favorite spots like the park, the coffee shop or wherever with TV to GO.

Phone: Concentrate on the conversation and forget about the minutes.

- Call as much as you like to anywhere in the U.S., Puerto Rico, Canada and the U.S. Virgin Islands with no hidden fees.
- One low price, no hidden fees.

Internet: Get instant gratification.

- Download faster and stream movies seamlessly with speeds up to 15 Mbps.
- Get internet on the go nearly anywhere at over 50,000 free Optimum hotspots.

As an Optimum customer with a non-cable TV service, you are eligible for this special offer. All you need is your current non-Optimum TV provider's bill.

Get TV, phone and internet together for only **\$79.95** a month for **two years** and your **free** Kindle Fire HD tablet. Plus you also get DVR free for one year. This offer ends November 15, 2012. Call today. Install tomorrow. **1-866-360-2759**.

Sincerely,



Kathy Filosa
VP Marketing

HD camera for video chats. New 7" HD color touchscreen for better viewing. Built-in WiFi.

\$199 value



Huge selection of movies, games, books and magazines. Watch live HD TV with the Optimum App.

Favorite apps and HD games at your fingertips.



All three for **\$79.95** a month for **two years**. Bonus: free DVR.

Call **1-866-360-2759**.

optimum.

optimum.com

optimum.

Call now

Plus the newest **Kindle Fire HD** tablet, **free**. Live TV, video chat, millions of movies, games, books and apps.

TV, phone, and internet for just **\$79.95** a month for **two years**. Bonus: free DVR.

Offer ends November 15, 2012.

Product image made

Every day is filled with surprises. Starting with the newest Kindle Fire HD tablet. It's yours free.