

Christine Gilbert

P.O. Box 95, Cedar Ridge, CA 95924

530-272-5899
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PUBLICATION SUPPORT

Technical Illustrator - Graphic Art - Desktop Publishing

I have worked mainly for a publisher, manufacturing companies and as a freelance agent, providing comprehensive illustrations and publication support for over ten years. During this time I created simple to complex illustrations, graphic art, page layout and managed and archived files and publications. I have earned an excellent reputation for being a hard-working team player where I collaborated with my co-workers and vendors to ensure a quality product. I am also known for being self-motivated, requiring little or no supervision and always willing to pitch in when needed.

I possess both Macintosh and PC skills and the ability to easily adapt to new tools and techniques as required to complete projects with a willingness to continually upgrade my skills. My experience is quite diverse which allows me to wear many hats in many situations. This experience also allows me to step into a lot of different positions with minimal training. I have a "can do" attitude, learn quickly, and easily adapt to new working environments. I will wholeheartedly support the goals and objectives of the company. As a creative professional I am driven to excel and thrive on producing quality work in a timely manner.

I took a sabbatical to caregive family members and I am now looking forward to returning to work in a company environment again. I am very interested in a position with a company where I can be challenged and utilize my many talents.

I have excellent references, letters of recommendations and samples that will be gladly supplied to you upon your request. My salary requirements are negotiable and should commensurate with my experience and the job's demands.

I look forward to discussing a position with in the very near future.

Thank you for your time.

Sincerely,

Christine Gilbert

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PROFESSIONAL HISTORY

SKILLS:

- Excellent reputation for being a hard-working team player
- Known for being self-motivated and deadline-driven
- Able to manage multiple projects, requiring little or no supervision
- Wholeheartedly support the goals and objectives of the company
- Thrive on producing quality work in a timely manner
- Have a "can do" attitude and always ready to go that extra mile to get the job done
- Have the ability to easily adapt to new tools, techniques and working environments
- Experience using the Mac and PC, Adobe Photoshop, Illustrator, PageMaker, Indesign and...

EXPERIENCE:

- Worked closely with Engineers and Tech Writer to plan and coordinate graphics, text and publication layout
- When called on to do so, helped write content of manuals, documents, and figure drawings
- Supported in-house clients with digital artwork, photography and page layout
- Illustrated fabricated parts and wiring, exploded views, diagrams, forms, posters, flyers, certificates, etc
- Supported and worked closely with Engineering and Product Support to create assembly process instructions
- Created catalogs for custom off-road products for 3 years working with the Tech Writer. Created design, layouts, logo, photography and photo manipulation
- Created and updated illustrations, product photography and layout for manuals, supplements, brochures, etc for publication department and in-house clients
- Coordinated print jobs with outside vendors and proofed incoming and outgoing printed material
- Created and modified illustrations for technical, scientific, and math textbooks
- Managed, coordinated and created Design Elements assignments for freelance artist
- Maintain file archives of the Publication Department's manual, art and document files
- Worked closely with all departments to create quality publications, and books
- Applied my knowledge of digital cameras and Adobe Photoshop to produce small to large product photography as a freelancer for local companies and in a corporation environment
- Created the brand, flyer layouts and business cards and took all Real Estate photos for customer
- Upgraded skills in Spring 07, taking five classes in design layout, digital photography, Photoshop and photo manipulation, receiving all As for my efforts

WORK HISTORY:

09/00 to Present - Freelance Agent, Nevada and Placer Counties, California

Self employed - Product photography, publication support, technical illustrations, graphics layout, logos, digital photography, and photo manipulation for manufacturers, real estate, catalogs, etc.

09/96 to 07/00 - Tally Printer Corp, Kent, WA 98032 (now TallyGenicom) – Printer manufacturer

Job Title: Illustrator/Graphic Artist, Publication Department

Duties: Created technical illustrations for manuals, instructions sheets, brochures, and presentations. Worked in all aspect of the publication department.

11/95 to 08/96 - ETP Harrison, Portland, OR 97209 – Electronic technical publisher

Job Title: Illustrator / Assistant to Art Department Manager, Art Department

Duties: Created technical illustrations for technical textbooks. Assisted Art Department Manager, created style sheets and delegated work to Freelance Artist.

08/92 to 07/95 - Freelance Agent, Anchorage and Wasilla, Alaska

Self employed - Graphic design, technical illustrations, typesetting, and desktop publishing work for companies throughout Anchorage and Wasilla. Companies include the Iditarod, Timeframe, Alyeska Prince Hotel, PIP Printing, Mailbox Etc, and Piquinq Management Corporation

09/87 to 07/92 - Coherent Auburn Group, Auburn, CA 95602 – Laser product manufacturer

Job Title: Graphic Illustrator III, Drafting/Engineering Department

Duties: Worked closely with Engineers and Assemblers to create detailed digital technical illustrations and layout for the assembly method sheets for each of the assembly stations. Started in drafting department.

Work and personal references, letters of recommendations and samples will be gladly furnished upon request