

Cathleen Clark

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www.catleendesigns.com

EDUCATION: BFA, California College of Arts and Crafts, Oakland, CA , 1973

COMPUTER SKILLS:

PLATFORMS: PC and Macintosh

SOFTWARE: Adobe CS 3.0 (Photoshop, Illustrator, InDesign), Freehand 10, PowerPoint, QuarkXPress, Adobe Acrobat 7 (PDF skills including linking, bookmarking, etc.), Adobe GoLive and (familiarity with) Microsoft Office.

PERIPHERALS: Fiery server, Kodak and Canon color copiers, flatbed scanners, ZIP, JAZ, CD and DVD media storage, HP Plotter

EXPERIENCE:

Graphic Designer/Catleendesigns – 2006 - present

Freelance, Contractor – Some of my clients: Tyco Thermal Controls (project management and graphic design), NextBus, ICx Corporation, Sisus, MoleBusters, Synergreen, Horizon Corporation, NextHorizon, WLA, Carollo Engineers, Ahhhmassage, Dominican Western Province, PT (start-up company), ITSI Corporation, FPM.

Products have included: brochures, proposal/presentation graphics, flyers, tradeshow exhibits (large scale), stand-alone banners, logos, business cards, tri-folds, ads, door hangers, postcard mailers, Powerpoint presentations, illustrations; website banners , graphics, and pages (design only) etc.

Senior Graphic Designer/Supervisor – 1997 - 2006

CH2M HILL, Oakland, CA

Engineering, Design and Consulting Firm

Graphic Design: Responsible for producing graphics (95% of my time) for proposals, reports, brochures, presentations, presentation boards, etc.

Other Responsibilities: Responsible for managing the graphics department, supervising permanent and temporary graphic designers, staffing needs, dealing with volume, scheduling, prioritization and delegation of work (load leveling) and maintaining high graphics standards for CH2M HILL. Also: Interface with Publications personnel, management, consultants, clients, vendors and other CH2M Hill offices, personnel evaluations (PEPs and PIPs), graphics and Publications department problem-solving and improvements.

INTERIM GROUP LEADER: Volunteered to act as Interim Group Leader for 6+ months, attending GL meetings in SFO and Denver, dealing with personnel issues, problem-solving, and overseeing general well-being of Publications operation.

Senior Graphic Designer - 1996 - 1997
Parsons Brinckerhoff Corporation, San Francisco, CA
Engineering, Construction, and Design Firm

Overall Responsibilities: Responsible for computer graphics supporting the BART/SFO Extension Project. Technical graphic needs included schematics, presentation flow diagrams, cross-sections, 3-D illustrations, maps, aerials, and site overlays. Presentation graphics included boards, posters, 35mm slides, vu-graphs, and handouts. Also: Report covers, letterheads, logos, newsletter, caricatures, and cartoons. Material was produced for public presentation and in-house reports.

Senior Graphic Designer/Art Director - 1987 - 1996
Morrison Knudsen Corporation, San Francisco, CA
Engineering, Construction and Environmental Firm

Overall Responsibilities: Responsible for all graphics, from initial concept to finished product, produced by the proposal support and business development departments. Design and preparation of electronically and/or manually produced camera-ready mechanicals for in-house publications. Products include proposals, presentations, 4-color process brochures, electronic slide presentation, reports, newsletters, posters, logos, certificates and T-shirts. Recommend and upgrade computer hardware and software.

Other Responsibilities: Supervision of on-staff and temporary graphic designers. Putting together teams of specialized artists for specific projects. Interfacing with clients, vendors and other support persons on a daily basis. Ordering supplies and maintaining inventory for the department.

Trade Show Experience: Design, preparation and set-up for off-site industry trade shows. Travel when needed to oversee installation of booths up to 50' x 50'. Booths have incorporated:

- Light Box graphics
- Display Modules
- Show specific brochures
- Signage
- Rail Cars
- Models

Graphic Designer/Supervisor – 1982 - 1987
Bechtel, Inc., San Francisco, CA
Engineering and Construction Firm

Overall Responsibilities: Design and preparation of camera-ready mechanicals for slide, vugraph, video, and other corporate presentation and publications purposes. In-house publications work included proposals, manuals, newsletters, flyers and reports. Promotional materials included posters, logos, brochures, certificates, T-shirts and medallion design. Also technical illustration (isometric and perspective), cartography and schedules.

Visualization: Interaction with clients to create cartoons and caricatures for training programs, 35 mm slides, vugraph presentations; posters, ad campaigns and displays. Supervision: Responsible for a satellite project graphics group. Supervised team of artists, assembled as needed for specific deadlines. Responsible for developing graphics concepts and standards with client up through final production. Dealt with volume, scheduling, prioritization and delegation of work. Coordinated vendor and printing activities.

Art Coordinator – 1980 - 1982
Deterline Corporation, Palo Alto, CA
Audio-Visual Design Firm

Overall Responsibilities: Technical illustrator doing mechanical and figure illustration, cartooning, line drawing, flowcharts and vugraphs. All work was carried through from black and white to full color, camera-ready art.

Other Responsibilities: • Training and managing new artists and quality controlling their work.

• Organizing instructional material, produced by technical writers, to be both graphically pleasing and have educational clarity. • Interfacing with clients and interpreting their art needs while maintaining critical technical and graphic specifications.

Freelance Graphic Design – 1974 - 1980

Products Included: Audio-visual film strip, promotional materials including record jackets, CD and Cassette packaging, flyers, fact sheets, business cards, logo designs, illustrations, newsletters. Also: calligraphy, invitations, signs.

Clients included: National Education, Inc., Sir Speedy, Charmers (band), Sirens (band), Church of Rock and Roll, and individuals.

References provided upon request.