

# Misty Shaw

LONG BEACH, CA  
mistyshaw@gmail.com • www.mistyshaw.com

## Summary of Qualifications

- Able to coordinate multiple projects and meet deadlines under pressure
- Flexible in responding to constantly changing assignments
- Attention to details and strong follow through
- Enthusiastic, creative and willing to assume increased responsibility

## Software Skills

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

QuarkXPress

Dreamweaver

Flash

JavaScript

XHTML

CSS

## Relevant Skills

- Experienced with using master pages and style sheets to create and modify documents
- Proficient in using computer applications to automate tasks
- Ability to correspond with clients about the planning and progress of orders
- Provided support and training to staff for using computer applications
- Ability to code and edit XHTML, CSS, JavaScript, PHP, and ColdFusion
- Experienced with print and web design

## Career Development

### **CONTRACT WORK—Production Artist, Print & Web Design, Web Development 2006 to PRESENT**

My design and production skills, in the area of print and web, have been utilized for many types of businesses. My skills have been used in the industries of advertising, direct mail, food service, pharmaceuticals, nutraceuticals, interior design, life insurance, fencing, and women's apparel. I collaborated with teams of marketing associates to produce items that helped promote the firm's products or the products of their clients. My duties ranged from web content management, web page design, web site maintenance and development, producing flyers and mailers, laying out ads, editing small and large catalogs, drawing illustrations, editing art for packages, producing spec sheets, and arranging large-format posters. I've contracted with firms such as Cambro, Campbell Mithun, Phenomenex, Dentsu Next, JBI Interiors, Rauxa Direct, Nikken, Metagenics, Pacific Life, Master Halco, and Draper's & Damon's.

### **TEACHER CREATED MATERIALS—Production Artist 2005 to 2006**

Worked for a manufacturer/distributor of printed educational products for secondary school educators. This position relied on me to be deadline oriented and pay meticulous attention to detail. Duties included layout production, typesetting, editing, and light proofreading.

### **REUNION PHOTOGRAPHERS—Production Artist 1998 to 2005**

Worked for a company that specialized in high school and family reunions. Over ninety percent of the projects assigned were a direct result of the events arranged for the client, and required a speedy and reliable turnaround. Duties included design and layout of reunion memory books, design and production of company collateral, logo design, web design and maintenance, and working with photo vendors.

## Education

Associate in Arts degree, 2005, Orange Coast College (Costa Mesa, California)