

Barbara Levy
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EXPERIENCE

Freelance Graphic Artist and Sole Proprietor of Stepping Stone Graphics, Seattle, WA ♦ 1990 – present

- ♦ Design and production of a wide variety of publications, including ads, books, magazines, newsletters, newspapers, directories, catalogs, software packaging, signs, forms, and web sites
- ♦ Project coordination with clients, writers, artists, proofreaders, editors, and printers

Production/Design Associate, Encore Media Group, Seattle, WA ♦ 2006 – 2008

- ♦ Designed and produced programs and custom publications for Pacific Northwest arts groups, including Paramount Theatre, Pacific Northwest Ballet, and Seattle International Film Festival
- ♦ Verified quality of incoming client materials; processed text, images, ads; resolved prepress issues
- ♦ Made editing and design changes at draft, proof, and blueline stages; prepared press-ready PDFs for printer
- ♦ Designed and maintained *City Arts Magazine* web site (www.cityartsmagazine.com)

Desktop Publisher, Microsoft Press, Microsoft Corporation, Redmond, WA ♦ 1999 – 2000

- ♦ Production of lengthy technical books in Adobe PageMaker and structured FrameMaker format
- ♦ Repurposed files as eBooks, using Adobe Acrobat
- ♦ Coordinated projects with the team of editors, proofreaders, and artists to meet deadlines in fast-paced publishing environment

Graphic Artist, User Education, Adobe Systems Inc., Seattle, WA ♦ 1997 – 1999

- ♦ Collaborated with writers, designers, and other graphic artists to produce user guides for Adobe software
- ♦ Helped organize and maintain text files, art files, and design templates
- ♦ Evaluated and updated production procedures; trained coworkers

Electronic Publishing Specialist, Vernon Publications Inc., Bellevue, WA ♦ 1989 – 1990

- ♦ Electronic layout of trade journals, directories, newsletters, advertisements, phone books, and brochures
- ♦ In charge of quick-turnaround service bureau; also responsible for prepress

SOFTWARE USED

- ♦ Adobe InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver
- ♦ Microsoft Word, Publisher, PowerPoint, and Excel
- ♦ Mac and Windows platforms

STRENGTHS

- ♦ Ability to work rapidly and efficiently, manage simultaneous projects, work under pressure, meet deadlines
- ♦ Talent for developing creative, forward-thinking workflow and project management procedures
- ♦ Comfortable working independently or as a team member; collaborative work style
- ♦ Classic training in graphic arts and typography as well as knowledge of leading-edge technologies

EDUCATION

- ♦ Bachelor of Arts, The Evergreen State College, Olympia, WA
- ♦ Apprenticeship, Graphic Ideas, Rochester, NY