



qualifications

- 20+ years experience in print and online publishing and graphic design.
- Worked in various capacities as designer, art director, layout artist (editorial and advertising) and production designer.
- Well-versed in all stages of design process, from brainstorming and creating mock-ups to proofing and press-checks.
- Highly skilled in latest Adobe CS/CC products (Illustrator, Photoshop, InDesign, Acrobat and Dreamweaver).
- Proficient in using Microsoft products, including Word, Outlook, PowerPoint, Excel, Sharepoint, and Trello.
- Experienced in using LexisNexis InterAction and Tikit eMarketing CRM for producing and managing professionally branded email communications and database management.
- Specialized focus in the field of legal marketing and also in creating academic publications and collateral.

work experience

Joseph Erceg Graphic Design Production Designer

Portland, OR (October 2014 - present)

- Designed and implemented hand-created layouts using Adobe CC programs and Quark Xpress. Created and scanned art and photos for print projects.
- Assisted with design, production and file prep for newspaper and magazine advertising, book and catalog design, and various publications and printed pieces for the University of Portland.

JCJ Graphic Design Owner

Portland, OR (January 2014 - present)

- Developed logos, created business collateral and marketing materials, and designed email and website graphics for clients in Oregon, Washington and Texas. Created signage and Google presentation for client in Texas. Used Trello project management software to manage graphic projects.
- Implemented layout design, photo imaging and text edits for various projects for Joseph Erceg Design.
- Developed website and provided graphics for promotional items for small restaurant business in Olympia, Washington (Madeline's Bavarian Wurst).

Stoel Rives LLP Graphic Designer

Portland, OR (October 2007 - January 2014)

- Conducted all stages of the design process, including brainstorming and writing, mock-up and storyboard creation, editing, layout and production using Adobe CS products, file preparation, proofing and press checking.
- Protected, maintained, and, at times, enhanced the firm branding and identity according to established guidelines. Developed new brochure design and assisted with new collateral design.
- Shaped and implemented external and internal branding and communications (ads, event signage and materials, email invitation graphics, announcements, brochures, customized RFP covers, print and online holiday cards, reports, Powerpoint presentations).
- Processed resume portraits, uploaded graphics and updated and maintained parts of firm website (resume pages, practice group and event pages) using CMS.
- Produced and managed professionally branded email communications and responses for events using LexisNexis InterAction and Tikit eMarketing CRM.
- Created marketing materials, signage, collateral and trinkets/giveaways for conference booths used by attorneys in various practice groups at Stoel Rives. Finessed and improved Powerpoint presentations for attorneys. Administered intranet page for the business development department using Microsoft Sharepoint.



about me

As a graphic designer living in Portland, Oregon, I enjoy “looking at things sideways” and working with clients to create visually attractive designs that have an impact. I love living in the Pacific Northwest, food, movies, books, golf, cycling, skiing and finding out new things about people and places in my everyday life.

education

B.A. in English and Journalism
Stephen F. Austin State University
Nacogdoches, Texas

Teaching Certificate
Stephen F. Austin State University
Nacogdoches, Texas

“Shoot for the moon.
Even if you miss, you’ll
land among the stars.”
— Norman Vincent Peale

work experience *(continued)*

Joseph Erceg Graphic Design Production Assistant
Portland, OR (August 1999 - March 2007)

- Designed and implemented hand-created layouts using Quark Xpress and created and scanned art and photos for print projects using Adobe software as an assistant designer and production assistant.
- Assisted with production and design of newspaper and magazine advertising, book and catalog design, and various publications and printed pieces for the University of Portland.

Oregon’s Future Magazine Graphic Designer/Layout Editor
Portland, OR (May 1998 - April 2000)

- Designed editorial layouts and created and scanned original art as a volunteer for the magazine. Used Quark Xpress for layout of magazine.

Sports Car Market Magazine Layout Editor
Portland, OR (October - December, 1997)

- Built layouts, created graphics, display ads and classified sections the magazine using Quark Xpress, Adobe Pagemaker and Adobe Photoshop.
- Created brochures for the magazine, called on advertising accounts, helped with mailing and distribution of magazine, performed various production tasks, i.e. paste-up and handing off to printer.

The Houston Press Graphic Designer/Layout Editor
Houston, TX (May 1996 - June 1997)

- Designed ads for retail and classified sections using Quark, Adobe Illustrator, and Photoshop. Handled production tasks of outputting to linotronic and paste-up.
- Constructed layouts using Quark for stories and reviews, assisted in devising general layout of the newspaper and successfully met deadlines for layouts. Scanned and adjusted images for print using Photoshop, and exported text from Quark for use on the *Houston Press* website.

Metromarketing Services Graphic Designer
Houston, TX (July 1995 - May 1996)

- Created graphics, logos, and set type for silkscreen imprint, offset lithography, thermography, sublimation, and embroidery at Metromarketing Services, Inc. using Corel Draw, Macromedia Freehand, Pagemaker, Adobe Photoshop, and Illustrator.