

mona carol-kaufman

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516-902-2234
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**Creative Presentation and Graphics Project Manager with experience
in all phases of design and production work.**

Current and Recent Clients Include:

Colgate Palmolive • DDB • Flaum Partners • Footsteps • Ketchum • Kiehl's since 1851 • Jurlique
MIKEE Sauces • Omnicom • Stein Rogan • TAG Worldwide • The Wall Street Journal

Skills

Expert in all current versions of the following software:

Apple Keynote, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Adobe Photoshop, Adobe
InDesign, Adobe Illustrator, Adobe Acrobat Professional, Adobe Dreamweaver & Adobe Flash

Experienced in sound and video editing using Adobe Premiere Pro, Adobe After Effects, Adobe
Soundbooth, iMovie and Quicktime Pro

Cross platform on both PC and MAC operating systems

Detail-oriented Project Manager with experience in deadline-driven environments

Experience

Various Freelance Clients - Onsite and Offsite

6/2005 - Present

Freelance PowerPoint and graphics work for a variety of clients. This includes complete presentation creation from inception to completion; creation of templates for entire Microsoft Office suite; creation of effective and creative motion graphics movies; redesign and streamlining of previously existing presentations and documents; optimization of graphics for print, web and presentation use; vertical brand integration into all facets of business; photo manipulation; logo design; creation of marketing materials and business collateral; website design.

CBS Radio, New York, NY

3/2006 - 7/2007

Graphic Designer

Worked for the in-house creative agency. Responsibilities included management of diverse projects, including innovative sales presentations, Flash pieces, banner ads, sell sheets, and website design used to convey marketing message custom tailored to each individual advertiser's needs. Other responsibilities include unique template creation; photo research and manipulation; Internet research and data mining; audio and video editing; and brainstorming of new ideas with marketing department counterparts.

CMP Media, LLC, Manhasset, NY

12/1999 - 6/2005

Infographics Specialist

Creation of templates for Microsoft Word datasheets and Microsoft PowerPoint in a multi-platform environment; streamlining of graphics for use within datasheets and presentations using Adobe Photoshop and Adobe Illustrator; maintaining integrity of brand logo, and branded look and feel; creation of charts using Adobe Illustrator for use within datasheets and presentations; creation of custom art, icons and marketing materials for busy marketing and events departments; creation of research reports using QuarkXpress, Adobe InDesign and Adobe Illustrator; use of Adobe Acrobat to create PDF documents and reports for printing and file sharing, as well as form creation; primary customer service contact regarding all research reports.

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Interests

Member of the Greater Nassau Chorus - a high caliber, competitive barbershop chorus that is ranked in the top ten in the world internationally - since 1996.

Active in community theatre, and part of the creative "think tank" of the Long Island Cabaret Theatre since 1997.

Professional Associations

Member of the *National Association of Photoshop Professionals* since 2003

Other Skills

Microsoft Internet Explorer; Safari; Mozilla Firefox; Quark XPress; Microsoft Outlook/Entourage; iMovie; Garage Band; iDVD; Snag-it

Experienced in all manner of Internet Research

Type 90 WPM

Continuing Education

Lynda.com:

Adobe Dreamweaver; Adobe Flash; Adobe InDesign; Adobe Photoshop; Adobe After Effects;
Adobe Premiere

New Horizons:

Adobe Photoshop; Adobe Illustrator; QuarkXPress

Yearly conference at PhotoshopWorld to further education and learning updates on Photoshop

Education

Rutgers University
Bachelor's Degree - History

1/1995