

Barbara J. Harvey
651-429-6426
bj.harvey@live.com

Production Artist, Digital Editing Specialist, Illustrator
Portfolio online: www.barbharvey.info
Lino Lakes, MN 55038

SUMMARY/OBJECTIVE:

Seeking part/full-time/project work as production artist and graphics support.

Experienced artist who loves variety mixed with lots of tedious details. I'm passionate about simplicity, usability, & functional design. Favorite projects include "how to" instruction sheets that require accurate technical illustrations & catalogs that require digital editing & organizational layout skills. While my portfolio includes everything from cartoons to stage backdrops & costumes, I also get excited about doing a good functional form or a simple website that requires usability analysis.

STRENGTHS:

- Strong computer skills. Intermediate Microsoft Office, PowerPoint, Publisher & Windows XP & Vista. 20+ years experience with a variety of graphics, CAD, & web applications. Currently use Adobe CS3 Suite.
- Skilled freehand illustrator & digital editor: technical, medical, cartoons, realistic, variety of media
- Experienced web designer: 15yrs HTML, XHTML, 3yrs CSS, usability trained, minimal Flash
- Strong organization, writing, editing & grammar skills
- Prefer support roles, self-starter & strong team player
- Tactful, flexible, adaptable & used to meeting short deadlines
- Familiar with both 4-color/digital print & web file requirements

WORK EXPERIENCE:

Midway Party Rental Inc. (St. Paul, MN) Dec 2006-Feb 2009
Web Manager & Graphics Designer - Full > Part-time

Web maintenance & enhancement as well as promotional graphics for ads, flyers, web & catalogs were included in the job description. My STRONG ORGANIZATIONAL bent helped to gather, sort & edit a huge photo database into a functioning usable marketing tool for their sales force.

Taylor Corporation (Anderson Party Supply) (White Bear Lake, MN) (3 seasons)
Seasonal Part-time Production Artist in the Graphics Department

Creating graphics for glassware, pencils, frames, pennants, and other souvenir items for silkscreen or print was my role. The focus was on SIMPLICITY and CLARITY and the ability to make 10-pounds of information look good in a 5-pound space. Accuracy and a familiarity with fonts was a necessity. Quick turnarounds were the norm.

Unisys Corporation (Roseville, MN) 1968-2005, Graphics Designer, Graphics Department

My 37-year career with Unisys evolved from drafting table, to computer with a wide exposure to a good variety of tools and graphics applications. The department projects included web, print, video, multimedia, signage, displays, and supported both Marketing & Product Information. The bulk of my work consisted of business presentation graphics (PowerPoint), marketing proposal art, posters, banners, **short-deadline** projects, and, the later 10 years, doing technical illustrations for Product Information.

My strengths were in organizing projects and creating templates and processes to simplify them. One assignment included initiating a VISUAL style guide using abbreviated CSS for use by multiple programmers working on an interface design. The guide not only eliminated unnecessary code, but made it easy for the programmers to find & get familiar with the styles - thus making the interface load and run faster. Another project involved condensing a large technical manual down to a simplified foldout. (See MERIT AWARD.)

A side benefit of supporting Product Information was that I learned a whole lot about MSWord Templates, several CMS applications, as well as several CAD & 3D applications (AutoCad, 3D Max, ProE). We also had a couple years where we produced video & multimedia instructional pieces which added Adobe Premiere, Sony Soundforge, and the basics of videography to my repertoire.

Honors / Awards (at Unisys)

- 2003-4 - The Intermountain Chapter of The Society for Technical Communication **Merit Award** – Publications Competition. Condensed large technical manual to a simple 2-page foldout.
- 1976 - **Achievement of Excellence Award** (presidential), one of very few given out. Special because of nominations by fellow designers.
- 1999, 2002 - Appreciation Awards
- 1996, 1994, 1991 1989, 2 1988 - Achievement of Excellence Certificates
- 1976 - Community Service Award

Freelance Graphics Designer – since 1965

Many small projects came my way over the years including everything from lettering on the Hugo fire truck doors to creating an entire alphabet for a new slide creation application [Meta-4, Inc]. My hobbies benefited as well: COSTUME DESIGN for CENTRE STAGE COMMUNITY THEATRE. My passion for Sweet Adelines has included staging, set design, sound and lighting, costumes, script writing, and 10yrs developing the regional website. A fairly complete listing of other freelance graphic work can be found on my website:

http://barbharvey.info/html/resume_other_work.htm

WEB SITES CREATED & MANAGED - (current):

- <http://www.minneapoliscommodores.org> (2006>)
- <http://www.classicbigband-nostalgics.com/> (2003>)
- <http://www.tcshowchorus.org> (2003>)
- <http://www.surecurve.info> (2009>)

EDUCATION:

- 2009 competency scores from oDesk.com:
 - Transcript: <http://www.odesk.com/users/~7b1a896141f55dc2>
 - PC Graphics Designer, 20090525, Score 4.00 (94% top 10%)
 - Adobe Photoshop CS3 Designer, 20090712, Score 3.75 (93% top 10%)
 - Adobe Dreamweaver CS3 Designer, 20090703, Score 3.60 (87% top 20%)
 - Adobe Illustrator CS3 Designer, 20090712, Score 3.60 (82% top 20%)
 - Adobe InDesign CS3 Designer, 20090624, Score 2.60
 - MS PowerPoint 2009 Expert, 20090610, Score 3.90 (84% top 20%)
 - HTML 4.01 Designer, 20090523, Score 3.25
 - QuarkXpress 7.0 Designer, 20090621, Score 2.60
 - English (Sentence Structure) Expert, 20090523, Score 4.25
 - English Spelling (U.S. Version) Professional, 20090525, Score 4.9 (84% top 10%)
- 2009 competency scores from www.brainbench.com testing:
 - Transcript: <http://www.brainbench.com/transcript.jsp?pid=8334662>
 - Typing Speed and Accuracy, 20090531, Score 2.85
 - Web Design Concepts, 20090531, Score 3.53
 - 20100615 brainbench Test. Verbal Reasoning v3, Score 3.80
- 2005 Minneapolis College of Technical Communications - Net Web Certificate
- 1967 University of Minnesota - Studio Art - UCLA (2 quarters)
- Extensive seminar/online class listing available on request including:
 - Time Management, Microsoft Office and templates
 - Usability training, diversity training, Sigma Six training

ADDITIONAL SOFTWARE EXPERIENCE:

TechSmith: SnagIt, Camtasia. Audio: Sony Sound Forge, Audacity. Icon creation: IconCool, Microangelo. Page Layout: QuarkXpress, Freehand. Graphics & CAD: Corel, Designer, AutoCAD, ProE. Video Editing: Adobe Premiere.

NETWORKING: <http://www.facebook.com/profile.php?ref=profile&id=1198267162> , or
<http://www.linkedin.com/in/barbharvey>.

Profile, Resume, Q&A, & References: <http://jobs.jobanimal.com/BJHarvey-RFD>