



Donna M. Morris
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Profile: *Creative, results oriented professional with strong communication skills, and a focused work ethic; offering innovative design concepts across diverse mediums. Committed to team, service and smart design.*

Computer Skills: *Windows and MAC literate*

PREPRESS SETUP: Color Separation / Preflight • (Photoshop • Illustrator • InDesign • QuarkXPress) • PDF editing • Fetch • Extensis • AGFA Film
PRINT MEDIA: Photoshop • Illustrator • InDesign • QuarkXPress • Word • Excel • Power Point • Microsoft Publisher • Adobe Acrobat
WEB MEDIA: Dreamweaver • GoLive • Fireworks • Flash • HTML • CSS • PHP • Actionscript
3D/ VIDEO: 3dsMax • Premiere Pro • Adobe After Effects

Experience:

Alphagraphics, Union NJ *Design Associate/Customer Service (Windows, Mac Platform)* **02/2006 – Present**

- Graphic Designer, small to large size companies, walk in customers.(logos, business cards, brochures, flyers, large format output etc.)
- Preflight files, Prepress, for both in-house and offsite commercial printing (PDF, Illustrator, Indesign, Quark, Publisher, Pagemaker)
- PrintSmith - Client Management System, update and retrieve graphics in archive.

Nema Associates, Inc. Newark, NJ *Graphic Artist (Mac Platform)* **12/2005- 02/2006**

- Page layout for newsprint circulars, for small to mid size companies, utilizing QuarkXpress - same day turn around
- Image Prep with Illustrator/Photoshop adjusting color mode, color correction, image size, creating clipping paths for print.
- Send proofs and Low & Hi-Res PDFS via network, to Clients and Printers

What A Tee: Hackensack, NJ *Graphic Artist (Mac Platform)* **10/2005 –12/2005**

- Preparing color separations, (spot colors, half tones, chokes) utilizing Illustrator and Photoshop for Silkscreen
- Font/logo recreation utilizing Illustrator
- Retrieve original artwork and Send proofs via email, JPEG, PDFS
- Create original artwork for T-shirts, Fliers etc..as necessary

Deluxe Check Printers: Mountain Lakes, NJ *Offset Press Operator* **1997 – 2005**

- Exceeded in both Production and Accuracy Standards for two Presses based on 48-hour turn around in a team directed, multitasking production environment.
- Production daily skills included: Press Operator, Plate Setter Operator II, Lead AMR Operator, Horizon Collator, Packing Composition: Proof Reading, Edit, Plate Match, Stock Pick, Process Control: VIP, Reprint, and Tag.
- Quality Control Support

KDEE INK: Maplewood, NJ *Graphic Artist, Illustrator (Windows, Mac Platforms)* **1997 - 2001**

- Designed art and copy layouts for visual communications media including flyers, brochures, books, magazines, newspapers, packaging, and patent design for small to large businesses
- Assembled layouts to prep for printer.
- Created Illustrations, from models, sketches, memory, and imagination.

Thunderhouse Healthcare, Parsippany, NJ *Web Designer (Windows, Mac Platforms)* **1999**
Subsidiary of Torre Lazure/McCann Healthcare

- Assisted in production of Power Point Presentations and HTML for the Neupogen Segment of AMGEN Web Site August and September 1999

Westwater Enterprises, L.P, Westfield, NJ *Product Development Assistant (Windows, Mac Platforms)* **1997**

- Assisted in the development of package design, creating realistic mock up packages for sales presentations to fortune 500 companies. Photographed, and assemble layout for custom sales presentation packages,
- Designed plan-o-grams for display cases, gondolas, for both esthetics and maximum units for distribution.
- Researched packaging and labeling laws, copyright laws, trademark law, FDA regulations, etc. international and domestic.
- Coordinated trade shows, purchasing of booth and equipment, preparing product for presentation and coordinating shipping with freight carriers.

Education:

Chubb Institute, Parsippany, NJ: *Graphic Design & Animation* **2004 - 2005**
New Jersey Institute of Technology, Newark NJ: *Web Author 2000, Web Developer 1999, and Web Site Manager 1999* **1999 - 2000**
Jersey City State College, Jersey City, NJ: *Major: Art Therapy* **1985 - 1986**