

Meredith Lynn Lamb
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Summary of Qualifications

- Graphic designer with over 12 years experience in satisfying a diverse client base
- Extensive experience and high level of proficiency with graphic design programs on Mac and PC platforms
- Proficient in Adobe Indesign, Photoshop, Illustrator, Acrobat and Microsoft Office Suite
- Digital workflow experience
- Design house production management
- Excellent communication and interpersonal skills
- Digital photographer with stock and product photography experience
- Portfolio online at <http://www.lamb-thielen.com/portfolio/>

Work Experience

August 2011 - present, Miles Media, Sarasota, Florida

Seasonal Graphic Designer: Implemented Art Directors' concept and design of Travel trade publications for Visit Florida travel magazine and travel guides for Kentucky and Tennessee. Using Indesign, laid out pages according to imposition and master pages. Maintained quality results by proofing and pre-flighting layouts; maintaining consistent appearance and standards across projects.

May 2011 - Aug 2011, Guest Services Publishing, Inc.

Graphic Designer: Created personal concierge maps for major hotel chains in cities around the USA. Designed and drew area maps and hotel floor plans to scale in Illustrator, reviewed camera ready ad art, built personal concierge documents and ran pre-press checks prior to printing.

August 2010 - December 2010, Miles Media, Sarasota, Florida

Seasonal Graphic Designer: Implemented Art Directors' concept and design of Travel trade publications for Visit Florida travel magazine and St. Pete/Clearwater. Using Indesign, laid out pages according to imposition and master pages. Prepared sales material for Visit Florida promotions and ensured documents were press-ready for St. Pete/Clearwater, Kentucky and Tennessee travel guides.

April 2009 - July 2009 and August 2009 - January 2010, Miles Media, Sarasota, Florida

Seasonal Graphic Designer: Implemented Art Directors' concept and design of Travel trade publications for San Antonio, New Hampshire, West Virginia and Visit Florida clients.

October 2008- January 2009, Miles Media, Sarasota, Florida

Seasonal Graphic Designer: Implemented Art Directors' concept and design of Travel trade publications for County and local Convention and Visitors Bureau organizations throughout the U.S. Composed pages Adobe Creative Suite including Indesign, Photoshop and Illustrator.

August 2006 – July 2008, MediaLynx Sarasota, Florida

Technical Production Manager: Responsible for an in-house and offshore production team typesetting grades K-6 textbooks and related ancillary material. Reported to Director of Production and management team on status of projects. Tracked progress of projects and assigned work as needed to production team. Supervised production artists in-house and 4 offshore companies providing typesetting and illustration. Provided technical direction to production teams including preparation of specifications, templates, technical art, training and quality control.

February 2006 – August 2006, MediaLynx Sarasota, Florida

Senior Production Artist: Responsible for typesetting of K-6 textbooks using InDesign/QuarkXpress. Duties included layout, design, templating and some pre-press. Understanding client specifications and applying them to typeset pages and incorporating edits into revises. Reviewed and prepared specifications for use by production team. Created technical art using Adobe Illustrator. Prepress experience includes creating proof and final digitals, preflighting documents and processing with Pitstop. Building multi-page documents using master pages and style sheets. Making text corrections and tracking changes. Simple layouts. Scanning of FPO images for layout. Photoshop retouching and manipulation of high-resolution images. Maintains quality results by proofing and pre-flighting layouts; maintaining consistent appearance and standards across projects.

2002 - 2005 AmStand, Sarasota, Florida

Graphic Designer responsible for the creation of large format display products for the trade show industry and preparation of electronic and paper marketing material including catalogs, specification sheets and instruction sheets for trade show display products. Photographed products for in-house catalogs and marketing materials. Wide format printing experience, including prepress, print media testing, color correction, artwork cleanup and lamination. Extensive experience with Adobe CS suite, QuarkXpress, Microsoft Office and Intuit products. Office technical support including network administration and website management. Product quality control including review of printed material and testing and assessing new products for market. Experienced in client needs assessment from product selection, graphics design, approval processes and final output.

1999 - 2002 DataKom Publishing, Komatsu Vernon Hills, Illinois

Sales Material Creation Specialist responsible for the creation of electronic and paper publications including 4, 5 and 6 color brochures, flyers, specification sheets and black and white product bulletins for Komatsu North America and Komatsu LTD marketing departments. Utilized Quark Xpress, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat and other Mac and PC software to prepare documents, photographs and illustrations for publication. Proofread materials for technical and typographical accuracy. Produced 40+ publications annually. Follow through of all projects from conception to print. Interface with all marketing managers, pre-print vendors, including separators, printers and design studios. Supervised photographers on photo shoots, including coordination of site location, shots, equipment and personnel.

Education

University of Manitoba, Winnipeg, Manitoba (1982) Master of Natural Resources Management

University of Manitoba, Winnipeg, Manitoba (1977) Bachelor of Science (Zoology)

References To be supplied upon request