

SUMMARY:

I have been working in the visual and graphic communication arts fields for over 20 years. I have a wide range of talents and experience to offer, including a strong eye for color, composition and detail; formally developed art direction, communication and training skills; computer and software savvy; as well as marketing and brand building experience. I have a passion and aptitude for bringing streamlined organization, beautiful form, and practical function to visual projects of all kinds.

SKILLS

Adobe Photoshop	Adobe InDesign	Adobe Illustrator	Adobe Bridge
Adobe Premiere	Microsoft PowerPoint	Microsoft Word	Microsoft Excel

EDUCATION

Bachelor of Arts Degree: Communication
University of New Hampshire, May 1986.
Concentration: Mass Media

EXPERIENCE:

Principal

Lynne Fountain Creative, P.O. Box 314, Stow, MA 01775 4/97–present

Create various digital and print media, social media content, and simple web sites for a broad range of clients.

Digitally edit, retouch, and color correct images.

Provide consultation on appropriate brand-building using social media and email marketing. Produce and publish content for emails and social media sites.

Provide counseling and consulting for clients who wish to live and work in more functional environments, help for clients who want to downsize, home office computer organization and backup systems, staging services for clients who are looking to sell their furnished homes, and home set-up services for clients who have moved, or renovated.

Train individuals and small classes in a variety of software applications, workflows and best practices.

Art Director (Contract)

Reliant Medical Group, Worcester Office Tower, 100 Front Street, Worcester, MA 9/2014-11/2014

Developed and produced graphically effective collateral materials, including but not limited to: brochures aimed at external and internal audiences, newsletters and advertisements.

Designed art and copy layouts for marketing and collateral materials to be presented by visual communications media. These included brochures, advertising, books, magazines, newspapers, television, web pages, packaging and promotional marketing materials.

Used graphic design technology, artwork, computer software packages, photography and other artistic media.

Set specifications and instructions for workers or vendors who assemble and prepare final layouts for printing. Reviewed and approved final layout for production.

EXPERIENCE (*continued*)

Online Image Coordinator

The Timberland Company, 200 Domain Drive, Stratham, NH 03885 7/04-12/13

Create premium quality product photography for shop.timberland.com, art directing product photo shoots when needed, and using Photoshop to drive efficiency in the product photography process.

Update, maintain and improve the product photography archive, enabling users to leverage photography as a corporate asset.

Track online product photography needs, working closely with assistant buyers and online merchandising team to help prioritize shoot schedules and ensure that photography goes live on shop.timberland.com in a timely manner.

As Scene 7 resident expert, provide training for individuals company-wide in the use of Scene 7 software.

Assist in the design and development of premium-quality online creative assets (e-mails, promotional spots, etc.) to coordinate with current in-store marketing/merchandising as needed.

Trainer

The Tripp Company, 6 Brooks Drive, Braintree, MA 02184 5/97-11/99

Provided role-specific training for classes of up to 6 adults in Adobe Photoshop, Adobe Illustrator, QuarkXPress, Macromedia Freehand, Scanning with Photoshop, Preflighting: Levels 1&2, Applications Trapping, and Basic Macintosh (Independent contractor).

Trainer

University of New Hampshire, Department of Continuing Education, Durham, NH 1997-1999

Lead one day seminars for Graphic Arts Certificate Program in QuarkXPress and Macromedia Freehand (Independent contractor. Alternate for regular instructors).

Electronic Prepress Technician/Graphic Designer/Typographer

Digital Direct of Portsmouth/Graph Pro 8/90-4/97

Worked with clients, using Macintosh systems to design and develop ideas. Provided software training, troubleshooting and support. Electronically stripped, trapped and color separated digital prepress files. Output and troubleshoot Adobe PostScript files to high resolution imagesetters for traditional printing.

Advertising Design, Layout & Production

Foster's Daily Democrat, Dover, NH 03820 (serving seacoast NH and southern ME) 11/88-8/90

Created ads using Macintosh system, scanner, and CD-ROM art service. Handled ad trafficking and created layouts for traditional typesetting department. Designed speculative ads, logos and special section pages/covers, often including concepts/headlines. Hand cut spot color separations.

Retail Sales Manager

The Limited Express, Fox Run Mall, Newington, NH 03801 5/86-2/88

Co-managed dynamic women's clothing store as part of a 2 manager team. Responsibilities included sales and customer service, employee hiring, scheduling, instruction and supervision, merchandising, implementing floorset designs, stock inventory and organization, maintaining correct pricing and signage, bookkeeping.

VOLUNTEER EXPERIENCE

Blood Drive Coordinator

American Red Cross, 425 Reservoir Avenue, Manchester, NH 03104 1/09–12/13

Organized and coordinated Red Cross blood drives 3 times/year at Timberland Corporate Headquarters in Stratham, New Hampshire. Secured and managed volunteers, site preparation, and catering service. Composed and released informative email blasts company-wide to drive advance sign ups, as well as walk-in donors on the day of the drive. Acted as on-site point person and liaison for the Red Cross and Timberland employees on the day of the drive and year-round.

Music Calendar Coordinator

WSCA 106.1 FM Portsmouth Community Radio, 909 Islington St., Portsmouth, NH 5/05–12/06

Organized and produced a weekly local music calendar for DJs to read on-air during their shows. Contributed my knowledge of the local music scene to add color and context to these weekly listings whenever possible.

Public Relations Agent/Art Director

Death and the Maiden, in association with Michael Gillett and The Player's Ring, 105 Marcy Street, Portsmouth, NH 9/93–12/93

Photographer

The Granite (UNH yearbook) Black and white darkroom experience. 9/85–5/86

Television Production Assistant

Continental Cablevision Channel 12, Portsmouth, NH (Internship) 6/85–10/85

References are available upon request.