

C A R A  
L E E  
E V E T T  
graphic artist

cara lee's  
graphicworks  
& production

SOFTWARE PREFERENCES & COMPUTER / EQUIPMENT KNOWLEDGE

macintosh computers	microsoft office	pc computer platforms
quark xpress (expert)	suitcases and font usage	windows & nt formats
adobe photoshop	digital prepress	internet & e-mail
adobe illustrator	file types & formats	electronic image editing
adobe framemaker	file storage & archiving	digital proofing/printing
macromedia freehand	flatbed & drum scanners	multimedia & web graphics
acrobat & pagemaker	laser & color inkjet printers	additional software/hardware

PROFESSIONAL EXPERIENCE

CARA LEE'S GRAPHICWORKS  
FREELANCE & AGENCY WORK

POSITION: GRAPHIC / FINE ARTIST  
CURRENT STATUS SINCE 6/98

CLIENTS LIST INCLUDES:

aquent partners/mactemps	time warner	intuit inc./pro products group
prepress type & graphics	biocarta corporation	lacerte educational services
griffin publishing	proxima multimedia	the lightspan partnership, inc
alexander publishing	party hats entertainment	new media telecommun., inc
io publishing	roni hicks & associates	wells fargo/norwest mortgage
mipro printing	jostens learning	ucsd publications department

CALBIOCHEM CORPORATION  
10394 PACIFIC CENTER COURT  
SAN DIEGO, CA 92121  
858 450 5506

POSITION: GRAPHIC DESIGNER  
CAREER LENGTH: 2/97 TO 10/98  
SUPERVISOR: FRANK MITCHELL  
DEPARTMENT: MARKETING

RESPONSIBILITIES INCLUDED: designing and coordinating the marketing materials and printing for this international company; working in cooperation with marketing administrators, product managers, chemical research experts, photographers, manufacturers, purchasing agents, service bureaus, vendors, printers, and mailing houses

design & illustration	projects included: mailers,	established archiving system
prepress production	ads, brochures, newsletters,	managed department back-up
catalog design & proofing	packages, & posters	developed image library

CHROMIUM GRAPHICS INC.  
2819 LOKER AVENUE EAST  
CARLSBAD, CA 92008  
760 727 8414

POSITION: COMPUTER ARTIST  
CAREER LENGTH: 3/96 TO 2/97  
SUPERVISOR: BETH FUMO  
DEPARTMENT: PRODUCTION

RESPONSIBILITIES INCLUDED: production and design of custom print projects for this cutting edge company; working in cooperation with art directors, administrators, sales personnel, research & development personnel, etch artists, silkscreen artists, & clients

design & illustration	custom die cut designs	trouble-shooting files
custom prepress production	package designs	project coordinating
layout & coloring	silkscreen print files	quality control
logo & etch design	building prototypes	digital image editing

HARCOURT BRACE & COMPANY  
525 B STREET, SUITE 1900  
SAN DIEGO, CA 92101  
619 699 6350

POSITION: SENIOR ARTIST  
CAREER LENGTH: 2/88 TO 3/96  
SUPERVISOR: BRUCE WASHBURN  
DEPARTMENT: PRODUCTION

RESPONSIBILITIES INCLUDED: designing the journal color covers while coordinating the interior graphics in over 100 journal titles; working in cooperation with authors, editors, designers, artists, production managers, copy editors, proofreaders, suppliers, service bureaus, compositors, graphic houses, offset & web printers, and manufacturers

art direction & supervising	thumbnails & mock layouts	establishing guidelines
production management	creating duotones	department quality control
cover updates & design	color correction work	train new artist
color page design	image repair & restoration	trouble-shooting files
illustration & drafting	typography knowledge	evaluating digital images
letterhead design	copyfitting & type spec'ing	expert traditional skills

4662  
edgeware road  
san diego  
california 92116  
619 563 5606

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#### EDUCATION HISTORY

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UNIVERSITY OF CALIFORNIA SAN DIEGO – LA JOLLA, CALIFORNIA  
DIGITAL PUBLICATION DESIGN CERTIFICATE, GRADUATED DECEMBER 1994

PLATT COLLEGE – SAN DIEGO, CALIFORNIA  
GRAPHIC ARTS CERTIFICATE, GRADUATED OCTOBER 1984

SAUK VALLEY JUNIOR COLLEGE – DIXON, ILLINOIS  
MARKETING AND ACCOUNTING, 9/81 TO 6/83

NORTHERN ILLINOIS UNIVERSITY – DEKALB, ILLINOIS  
VISUAL COMMUNICATION AND FINE ART, 9/79 TO 6/81

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#### ADDITIONAL TRAINING / EDUCATION / AWARDS

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CHIPMAN TEAM AWARD – AWARDED APRIL 2001  
DETAILS: team award given every 6 months by intuit inc.; i was the first contractor to receive the honor, along with intuit's professional products in-house marketing group

AWARD FOR EXCELLENCE IN PRODUCTION – AWARDED BY STORA ENSO PAPER MILL, JUNE 2001  
DETAILS: this award was for the production of a marketing acquisition mailer for Lacerte

BOTANICAL ILLUSTRATION – COMPLETED 11/99  
FOCUS: this 9 week course explored the delicate and detailed art form of botanical illustration; an adopted flowering plant was documented in a daily journal of drawings

ADOBE ADVANCED SEMINARS – COMPLETED 1/98  
FOCUS: a complete overview of the advances in electronic/print publishing in the market place today; exciting new approaches to digital mechanicals editing processes; advanced tips and tricks for graphic professionals using the latest adobe software including: photoshop, acrobat, PDF files, distiller and capture

INTRODUCTION TO MULTI-MEDIA – COMPLETED 4/95  
FOCUS: a complete overview of the essential multi-media formats for interactive software such as CD-rom, CD-i, photo CD

MACINTOSH FOR PUBLICATION DESIGN – COMPLETED 4/93  
FOCUS: redefining the job-related responsibilities and production methods of digital graphic design to prepress, using quark xpress and photoshop

FRANKLIN QUEST TIME MANAGEMENT SEMINAR – COMPLETED 3/91  
FOCUS: redefining the daily focus on values and goals for managing time more efficiently

INTERACTION MANAGEMENT TRAINING COURSE – COMPLETED 8/90  
FOCUS: supervisor's workshop for preparing work performance reviews, developing motivational skills, and acting out leadership situations

APPLE COMPUTER TRAINING – COMPLETED 1/86  
FOCUS: training to generate 2 color advertisements for newspapers and tabloids, using macintosh computers

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PORTFOLIO, PRINT SAMPLES, REFERENCES AND SALARY HISTORY FURNISHED UPON REQUEST

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REFERENCES

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MARK H. SHERRY  
ASSOCIATE EDITOR  
THE GOVERNANCE INSTITUTE  
858 551 0144

MEDDI AWALOM  
SENIOR PRODUCT MANAGER  
CALBIOCHEM CORPORATION  
858 450 5674

JOHN LANE  
FREELANCE DESIGNER  
J. LANE DESIGNS  
760 944 6703

BRUCE WASHBURN  
PRODUCTION MANAGER  
ACADEMIC PRESS  
619 699 6399

BARBARA KRASS  
AREA MANAGER  
AQUENT PARTNERS  
858 453 2800

KAREN DEE  
MARKETING MANAGER  
INTUIT INC.  
858 784 4450

SALARY HISTORY

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'84 STARTING SALARY - \$14,500

'96 STARTING SALARY - \$27,500

CURRENT HOURLY RATE - \$25-75

'88 STARTING SALARY - \$15,500

'97 STARTING SALARY - \$34,000

SALARY VERY NEGOTIABLE

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