

## ellen s. milne

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Seattle, Washington 98112  
ellen.milne@gmail.com  
<http://www.esmilne.net>

## technical skills

MacOS, Microsoft Windows, Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat, Dreamweaver), QuarkXPress, and Microsoft Office software.

## design skills

Photography coordination and art direction, brand management and implementation, design project management, print and pre-press production.

## education

The Art Institute of Seattle  
Seattle, Washington  
School of Design  
Associate of Applied Arts

University of Oregon  
Eugene, Oregon  
School of Journalism & Communications

## recent freelance experience

Gabriela Frank, 2010 Northwest Institute for Architecture and Urban Studies in Italy (NIAUSI) Fellow. *Book design for essay collection documenting research fellowship in Civita di Bagnoregio, Italy.*

## experience

**7/2006 - present**  
**Mithun Inc; Creative Services Group**  
**Seattle, Washington**  
**Senior Graphic Designer**

Design and development of concepts, templates and descriptive graphics for business development projects including proposals, statements of qualifications and presentations as well as other long form documents, collateral materials, trade show displays, and advertising. Oversight and art direction of all business development materials. Coordination with other creative services and marketing team members on workload, branding and graphic standards. Acting as an educational resource to architectural staff on Adobe InDesign and Illustrator software. Developing strategies for using more environmentally responsible methods and materials in the production of marketing materials. Supporting web initiatives, including populating site content using an Expression Engine based content management system. Coordinating project photography.

**5/2005 - 6/2006**  
**MulvannyG2 Architecture; Marketing Group**  
**Bellevue, Washington**  
**Graphic Designer**

Design of collateral materials, trade show displays, advertising, and business development packages. Creating functional templates for proposal documents to be used by other marketing staff in multiple offices. Developing descriptive graphics for business development projects including proposals, statements of qualifications, and presentations. Coordinating outside vendors including photography, freelance designers, and printers. Preflighting files for printing. Proofing print jobs and attending press checks.

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**experience** (continued)**11/2001 - 4/2005**

**CH2M HILL; Technical Publications Group**  
**Sacramento, California and Vancouver, British Columbia**  
**Graphic Designer**

Design of publication materials, advertisements, brochures, posters, presentations for various internal and external clients. Lead designer in developing concepts, templates, and descriptive graphics for business development projects including proposals, statements of qualifications, and presentations. Managing publications group workflow when editor is unavailable. Coordinating workload with graphic designers in other offices nationwide. Transferred from Sacramento to Vancouver to facilitate opening of Western Canadian technical publications group.

**1/2001 - 11/2001**

**ClarkAshmore Advertising**  
**Sacramento, California**  
**Graphic Designer**

Design of collateral materials, advertising, and identity programs for various clients. Preflighting files for printing. Proofing print jobs and attending press checks. Preparing mechanicals for client meetings and printing. Converting Photoshop and Illustrator files for the web.

**6/1999 - 1/2001**

**CB Richard Ellis; Western Region Marketing Center**  
**Seattle, Washington and Sacramento, California**  
**Graphic Designer, Investment and Branding Specialist**

Project management and design of 30 to 200 page investment summary books. Conceptualization and design of documents for training/internal promotion. Working with team of five designers to standardize local use of branding. Providing training on interactive marketing materials. Supporting both Seattle, Bellevue, Tukwila and Portland offices, retained Portland office as personal internal client when transferred to Sacramento Marketing Center.

**7/1997 - 6/1999**

**United Advertising Publications; Miller Freeman Group**  
**Bothell, Washington**  
**Imaging Technician**

Checking in materials sent to production by design group. Troubleshooting QuarkXpress files for imagesetter output. Research of new techniques to improve workflow. Assisting in prepress and stripping.