

ELLEN S. MILNE

ellen.milne@gmail.com

<http://www.esmilne.net>

TECHNICAL SKILLS

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

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

Book design for "CivitaVeritas: An Italian
Fellowship Journey". Gabriela Denise Frank,
2010 Northwest Institute for Architecture
and Urban Studies in Italy (NIAUSI) Fellow.

EXPERIENCE

6/2011 - Present

Sellen Construction; Marketing and Communications
Seattle, Washington
Senior Graphic Designer

Production of templates and descriptive graphics for business development projects including proposals, statements of qualifications and presentations as well as collateral material and advertising. Supporting graphic needs of construction sites, including development of various reports, signage and safety materials. Ordering of marketing department graphics supplies and company business cards. Training and mentoring of other marketing staff in graphics best practices.

7/2006 - 6/2011

Mithun Inc; Creative Services Group
Seattle, Washington
Senior Graphic Designer, Associate

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 team members on workload, branding and graphic standards. Developing templates and processes for consistent client deliverables. Acting as an educational resource to architectural staff on Adobe InDesign and Illustrator software. Researching and implementing 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, formatting images for external e-mail, Twitter and Facebook communication. 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. 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.

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.

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.