

NANCY LARAIA

graphic design & illustration
nlaraia@gmail.com nlaraiadesigns.com

WORK HISTORY

Finishing technician, Quad Graphics,
April 2008 to Present

Assembled books in finishing stage on binder and stitcher machines. Addressed quality issues in books. Maintained safe, clean surroundings. Organized books in postal order for shipment.

Calligrapher and Sales, Kristmas Kringle Shoppe,
March 2007 - April 2008

Assisted customers with orders. Concentrated on customer satisfaction by offering creative services at a high standard. Created handmade posters for special events.

Administrator, Employee Benefits Corporation,
May 2003 - August 2006

Worked independently. Completed and organized annual compliance testing on Section 125 plans for over 2,500 clients. Professional communication with clients primarily through phone calls, e-mails and letters. Tracked progress of testing through Excel spreadsheets.

EDUCATION

Associate of Arts Degree in Graphic Design, May 2010
Madison Area Technical College, Madison, WI

TECHNICAL SKILLS

Proficiency:

Adobe Creative Suite 3 & 4: Photoshop, Illustrator, InDesign, Dreamweaver, Bridge

Microsoft Office Suite: Word, Excel, Powerpoint

Experience:

QuarkXPress

HTML and CSS

CAPABILITIES

Excellent written and oral communication skills.

Experience with clients dealing with confidential and sensitive information.

Highly organized; able to manage and prioritize high-volume data.

Exceptional illustration abilities in a variety of media.

ORGANIZATIONS & ACHIEVEMENTS

Dean's List 2006-2009, with GPA of 4.0

MATC Art Club Officer - 2007-2009