

CINDY GUIRE  
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COMPUTER SKILLS: Adobe Illustrator, Photoshop, InDesign, GoLive, Acrobat, Quark Xpress, PowerPoint, Word, Canvas, Keynote, iShell and others.

#### SUMMARY

- Adjunct Graphic design instructor
- Supervised and coordinated work of small staff
- Manage more than one project at a time; can do attitude; detail oriented and deadline driven
- Work with clients to develop design, specifications and market direction
- Produce printed and electronic pieces from concept and design to completion; including all artwork when needed. Work with vendors on pricing. Bring projects to completion within budget by managing costs and material selection
- Create original artwork for printed and electronic pieces, including traditional and computer-generated illustrations, and photo montages
- Prepared presentations for top management
- Design and develop material for the Internet and online marketing
- Have worked with dual language pieces, English plus Spanish, Vietnamese, Russian, Arabic or Chinese

#### EXPERIENCE

2007 Bradford School of Business; Adjunct Graphic Design Instructor  
Taught Digital Publishing II which included ads, unconventional ads, annual reports and web sites

2005-2007 Memorial Drive Presbyterian Church, Houston, TX: Graphic Designer and Interim  
Communications & Media Director  
Brochures, direct mail postcards, posters, magazines, weekly newsletter, flyers, campaigns,  
photography, ads

1996-present Ecoversity; freelance graphic artist in Houston and surrounding areas  
Logos, stationary systems, brochures, books and book covers, websites, brochures, posters,  
CD/DVD covers, catalogs, photography

1993-2004 Aquent and Art Squad; Houston, TX: Contract/temporary Graphic artist  
Presentations, brochures, posters, direct mail pieces, newsletters, magazines, maps, forms, ads,  
other internal/external promotional material

1985-1993 Houston Zoological Gardens, Houston, TX; Communication Specialist  
Brochures, animal id labels, flyers, booklets, reports

1986-1990 Kinkos, Houston, TX; Shift leader, desktop specialist

## HIGHLIGHTS

### ADJUNCT GRAPHIC DESIGN INSTRUCTOR

- Using a provided syllabus, developed a fun way to present the elements of advertising, unconventional advertising, websites and graphic design positions.
- Discuss the elements of an annual report. Learn about maps and using it to layout the Annual Reports
- Work with students one-on-one to teach Quark Xpress and formatting Microsoft Word documents. Reviewed PowerPoint and Keynote and how to create presentations
- Introduce Acrobat and Acrobat forms

### COMMUNICATIONS & MEDIA DIRECTOR (INTERIM) /GRAPHIC DESIGNER

- Coordinated projects of a four person staff
- Working with staff on team building and goal setting
- Work with a variety of vendors including ad placement, supplies ordering and pricing
- Responsible for bi-weekly newsletter: layout, printing and mailing
- Planned, coordinated and kept two major campaigns on track

### GRAPHIC DESIGN

- Develop concepts and create layouts for brochures, postcards, catalogs, posters, newsletters, print and internet advertisements, and web sites
- Produce designs for books and book covers
- Work with clients and printers in selecting suitable materials, color and design to meet objectives
- Create original backgrounds for presentations and build the presentations

### ILLUSTRATION

- Developed and created full color hand-painted animal identification panels
- Illustrate in pen & ink, drawings of animals for use in printed materials
- Render illustrations in pencil for use in brochures
- Draw illustrations in both traditional and computer-generated for use in children's books and others
- Created computer-generated illustrations in use in the oil & gas market for use in presentations, brochures, posters and other printed pieces and electronic.

### FREELANCE ARTIST

- Confer with clients on budget, objectives, presentation
- Create book layouts, book covers and matching websites to promote and sell books
- Designed and laid out the book, *Breast Cancer Recovery: No One Wrote a Manual* by Fran Padgett, which was a 2007 Benjamin Franklin Award Finalist, a 2007 Book of The Year Award Finalist by ForeWord Magazine, and a 2007 National Indie Excellence Book Award Finalist in the Art Category.

## AWARDS

- Internal achievement award from an oil company
- Internal promotion piece for a local insurance company received an ADDY

## EDUCATION

Art Institute of Houston; Houston, TX, Associates/Visual Communications  
Spring Woods Senior High School, Houston, TX