

Summary

Expert in PowerPoint, Word, and Adobe Creative Suite, with ability to teach and support other users. Experience includes presentation design, template design, graphic art, animation, document editing and formatting, form design and merges, and live graphics operations. Able to juggle multiple projects and produce high quality materials on schedule, exceeding customer and client expectations.

Software

PowerPoint	InDesign	TEXtract
Word	Illustrator	Canva
Excel	Photoshop	MixPad
Publisher	Acrobat Pro	VideoPad

Skills

Copy Editing	508 Compliance
PowerPoint Training	Live Event Production
Audio/Video Editing	Zoom Production
Kindle Editing	Voice Over/VOG

Specific Skills

PowerPoint: Animation, links, graphics, original templates, charts and graphs, infographics, visual design, audio/video linking and embedding, training, live show operation

Photoshop: Image retouching, color correcting, actions/batching, original image design, digital and PowerPoint optimizing

Illustrator: Graphic design, file conversion, logo management, optimizing vector images for Word and PowerPoint

Acrobat Pro: Form design, interactive content editing, markup

Word: Templates, forms, mail merges, style sheets

Excel: Database clean-up, merge files, pivot tables, custom charts, templates, forms

Training: Teaching PowerPoint and Word to facilitate use of proper templates and style sheets, focusing on best practices for converting existing documents to match new templates.

Zoom: Expert host, presenting video and audio, removing distractions.

Live Event Experience (PowerPoint and Live Graphic Operations)

Worked onsite at events for large clients (1,200+ attendees), editing with executive presenters, coordinating with directors to edit and operate PowerPoint for meetings and breakouts, maintaining and operating multiple sets of laptops and remotes, VOG, working with crew for event companies including:

Brella Productions	Abbott/AbbVie (Various Events onsite and offsite)
Lakeshore AV	Abbie/AbbVie (Various Events onsite)
Wilson Events	Optum Forum 2014 (Chicago), 2015 (D.C.), and 2016 (Anaheim)
Get Creative	Healthbox Investor Day
ThomasWerks	Case IH 2013 AG Connect (Kansas City and Indianapolis)

Technical Training, Writing and Consulting

- Trained employees in all versions of PowerPoint, in person and online, and introduced best practices for PowerPoint templates and converting old files to new templates
- Designed training presentations to instruct employees in use of new corporate templates for MS Office, answered live Q&A and demonstrated usage via a series of live international webinars
- Created and used a presentation in classes on proper use of images in PowerPoint, used for group and one-on-one instruction

Business Experience

- Managed entertainment company as sole-proprietor, including booking, advertising, email marketing, web design, performance, and coordinating up to 16 sub-contractors for large and/or extended events
- Produced 3 fan conventions for 250-350 attendees
- Designed set of 300+ original templates for use by large multi-national corporation, using stringent corporate design guidelines, and co-wrote guidebook to educate users on proper use of templates
- Treasurer for condo association (2008-2016)

Work Experience

2000 to present Freelance Presentation and Document Specialist, Trainer, Designer, Live Graphics Ops, working with independent clients and through agents including Aquent/Vitamin T, Artisan, Creative Circle, Full Deck, Creative Group, 24 Seven, and more.

PowerPoint Specialist

3Plus	HCCI
50,000 Feet	Huron Consulting Group
AbbVie	Interface. Inc.
Allscripts	Laughlin Constable
AMCC	Jones Lang LaSalle
AMD Labs	Juniper Group
American Hydrotech	Kantorwssink
Art Institute of Chicago	Kraft Foods
Avenue Inc.	Krames Staywell
BCN Communications	McDonald's Corporate
Beam Global	McGuffin Creative
BLNE	Mondoléz International
The Bond Group	Movéo Integrated Branding
Bolthouse Farms	Mosbrook Design
Campbell Alliance	Motorola
Chicago Humanities Festival	NORC
Chicago Tribune	OfficeMax
CPE Communications	The Options Clearing Corporation.
Create & Associates	PivotPoint Academy
CVS Health	Privoro
Cushman & Wakefield	Quaker Oats
Design Army	RedBox
EMCORE Inc.	Ruffalo Noel Levitz
Forsythe	Seko International
Geletka+	Sonata Learning
Gray Matter Analytics	Thompson Hine
Hamilton Associates	VSA Partners
Healthy Amplified	Wirestone

Presentation Specialist

Change, Inc.
DDB Chicago
Dearborn National
Edelman Public Relations
Healthbox
McDonald's
Quaker Oats
RCBC

PowerPoint Training

Aon
AT&T
Krames Staywell
Kaufman Hall
YMCA

Zoom Producer

CAPCON Events
Flappers Comedy Club
Nowhere Comedy

Graphic Design

Gauchos Comedy Lounge
Joe Dungan Productions
Nitro Comedy
Trustwave
Second City Theater
WNEP Theater

MS Office Template and Document Design

Aon (design and training)	Montesquieu Press	United Airlines
Holt McDougal	Mosbrook Design	USFoods
Jenner & Block	Rand McNally	YMCA

Additional Work Experience

Feb. 1998 to Aug. 2000 Frankel: Document Production Administrative Coordinator, Document Specialist, produced promotional and marketing materials for many corporate customers on tight deadlines as well as maintaining internal documents.

1996 to present Fine Point Productions, entertainment, event planning and production. Produced three fan conventions (350+ attendees) as well as improv and theater productions. Professional stand-up comedy since 2015.

1989 to 1996 KDKA Radio, Pittsburgh, PA, Producer for news and programming. News writer, copywriter, assistant to Programming Director. Booked guests, screened calls, technical operations, analog audio production.

Educational Background

B.A. in Creative/Professional Writing, Carnegie Mellon, 1989