



Sara  
Tavenner  
DESIGNS

937-215-6036  
4052 Harris Ln  
Springfield, OH  
45503

■ Resumé

sara@saratavennerdesigns.com

## **Graphic Designer**

Creative and Experienced

### **Technical Proficiency:**

Platforms: Mac OS 10.7

Applications: Adobe Photoshop CS5, Adobe Illustrator CS5, Adobe InDesign CS5, Adobe Dreamweaver CS5, Adobe Flash CS5, Adobe Fireworks, CS5 QuarkXpress, Fetch, Microsoft Word

### **Design Proficiency:**

- Ad design
- Logo and Identity Design
- Photo Enhancement
- Working under deadlines
- Typography
- Web Development
- Photo Retouching
- Flash Web Banners
- Illustration
- Slideshows/DVD creations

### **Experience:**

#### **2011-Present - Self Employed Web/Graphic Designer**

Sara Tavenner Designs LLC

Offers freelance services for Web site design and development as well as Logo Design, Posters, Flyers, Email advertisements, and Illustration. All web graphics are created in Illustrator, Flash, or Photoshop CS5. Print creations are made in Illustrator, Photoshop or InDesign.

### **Job Responsibilities:**

- Manage my own Freelance Design Company
- Responsible for all web and print products from conception through completion
- Customer Service
- Web site set-up
- \* Slideshow/Video DVD creation



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## Experience

### **1999 - 2011 Assistant Manager & Graphic Designer**

The Employment Guide

The Employment Guide is a free weekly newsprint that offers job opportunities in the surrounding areas. It works along with it's web site as well in helping employers reach their recruiting goals.

#### **Job Responsibilities:**

- Ad design for the Akron, Cleveland, Cincinnati, Columbus, Dayton, Indianapolis, Louisville, Chicago, Milwaukee, and New Orleans Employment Guide® newsprint publications
- Paper Layout of the Dayton, Indianapolis and Cincinnati papers.
- Preflight, troubleshooting and conversion of papers to print format.
- Creation of marketing email blasts, posters, flyers, box banners, and ancillary newsprint for each city
- Creation of animated banner ads and logo conversions.

### **1997-1999 Graphic Artist**

The Urbana Daily Citizen

Daily newsprint for west central Ohio. The Daily Citizen was previously owned by Brown publishing and also had many ancillary newsprints that it produced monthly.

#### **Job Responsibilities:**

- Created ads for the daily The Urbana Daily Citizen paper and ancillary publications such as car and real estate guides.
- Logo design, pre-press troubleshooting, scanning and photo enhancements and newspaper layout by hand.



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## Experience

### **1996 - 1997 Co-Op Graphic Designer**

Clark County Chamber of Commerce

Worked on typesetting and page layout of the Region's Business news publications. Created logos and freelanced illustrations after Co-Op was finished.

### **Job Responsibilities:**

- Layout of the Region's Business Newspaper
- Typesetting
- Logo design
- Illustrating pamphlets
- Flyer and advertisements design

## Education

2012 Art Institute of Pittsburg

1997 Wright State University

1995 Clark State Community College

1993 Dayton Christian High School