

Self-employed Freelancer (Orono, mn.) [October 2002-present] *graphic designer and production artist, art director*

1. Since becoming self-employed, I have applied my experience to many different jobs and clients from putting together high-end, full color corporate brochures, working with publishing groups on books and magazines, to helping small businesses with their advertising and identity needs.
2. Some recent and current projects include graphic design and production for *Catersource Magazine*, art direction and production for the Hunter Douglas *Views Magazine*, the Hunter Douglas *Windows of Our World Magazine* and the art direction, design and development of the TRIA Orthopaedic Center's corporate collateral and advertising materials under the creative direction of Ron Sackett of Foley-Sackett Advertising.
3. All projects are carried through from the initial stages of design and production to preparing and submitting files for printing.

Creative Publishing international (minnetonka, mn.) [August 1999-October 2002] *graphic production artist*

Fulfilled the needs of the Custom Publishing Group, a division of Creative Publishing international, for all aspects of desktop publishing and pre-press production

2. Worked with the entire group, combining design skills and Macintosh knowledge to provide digital files and final art that met the needs of clients and post-production vendors
3. Worked closely with art directors to provide assistance with the design and layout of projects utilizing creative freedom along with technical abilities
4. Some primary jobs included the Life Time Fitness *Experience Life* magazine, the Pillsbury *Come & Eat* digest, the Compass Labs *Parent Club* guides and handbooks and *Keepsake* journals, The Carlson Wagonlit *Postcards* travel and leisure magazine, and the Gander Mountain *The Guide* magalog
5. Other jobs included designing and putting together marketing presentations and proposals for the Custom Publishing sales team



Next Generation Network (eden prairie, mn.) [June 1999-August 1999] *graphic production artist, designer*

1. Assisted the creative marketing department in producing high-end design projects for purposes of attracting new clientele
2. Duties included: the design and layout of 4-color 1-sheet ads, direct mail pieces, banners and posters, preparing jobs for print, high resolution scanning and miscellaneous graphic production tasks

Creative Publishing international (minnetonka, mn.) [June 1998-May 1999] *graphic production artist*

1. Handled a variety of tasks for the development of educational ("how-to") publications including: high resolution photo retouching and alteration, graphic and technical illustration, inputting editors' changes to copy and layout, scanning and digitally adjusting photo transparencies, scanning text and cleaning up scanned

documents, F.P.O. and high resolution image placement, miscellaneous data cataloging and collect-for-output tasks, and fully implementing a wide spectrum of desktop publishing tools

Builder Marketing Concepts (minneapolis, mn.) [July 1994-May 1998] *graphic designer, display artist*

1. Mastered many aspects of the production process within an advertising company from keylining to Mac production to display construction and installation
2. Duties involved everything necessary to get the job done
3. Such as: establishing good rapport with vendors, handling orders, scheduling delivery dates, working with cabinet makers and plastic manufacturers for display production, gaining extensive knowledge in display design, construction and installation, and graphic design and production

Devine Multi Media (saint paul, mn.) [1994] *graphic designer*

1. Designed and executed page layout for children's workbooks on the Macintosh
2. Gained fluent knowledge of Quark Express
3. Created direct mail advertising
4. Worked directly with printers
5. Consulted with teachers and education experts

Scholes Fine Art (edina, mn.) [1993] *commercial framer*

1. Worked with the Scholes framing team in completing large orders for retail furniture stores and art galleries
2. Also framed original art and prints for large corporations and office buildings
3. Mastered the art of meeting tight deadlines and working under extreme pressure

The Great Frame Up (minnetonka, mn.) [1990-1994] *custom framer, consultant*

1. Custom Designed framing elements for gallery art and assisted clients with framing choices
2. Possessed extensive experience in frame production
3. Guided do-it-yourself customers through the steps of frame assembly
4. Retained flexibility within my position to explore various avenues of artistic framing

Brown Institute (minneapolis, mn.) [1991-1992]

1. Completed studies in: advertising design, illustration, color theory, 2D design, video production, Macintosh, photomechanical reproduction, computer animation, typography and photography
2. Awarded Associate Degree of Applied Science in Advertising Design in October 1992

University of Minnesota, Morris (morris, mn.) [1986-1988]

1. Developed knowledge of: lithography, sculpture, life drawing, painting, mono printing, wood cut and lino cut printing, copper etching, design theory, conceptual thinking in art and art history
2. Majored two years in Studio art
3. Established membership in the Chi Phi co-ed Fraternity as little sister of the Chaket

Pk

Patricia Kleffman (3444 livingston ave.) [Orono, MN 55391] *graphic design and production*

1. 612-710-1624; cell
2. pattikleffman@mchsi.com
3. www.darwinslair.com

Guiding philosophies

1. meeting adversity well is the source of one's strength
2. necessity is the mother of all creation
3. this too shall pass

(Objective): To provide my graphic design and production capabilities professionally, productively, and fluently, and to enhance and maintain a positive image for my clients and myself.