



Stephanie DeGeorge
Design, Illustration, Art, Project Management

sdegeorgecreative@gmail.com
978-500-6957

Accomplished Design Professional with a BFA and broad based Design, Production and Project Management experience. Proven capabilities in graphic design and illustration including: concept development, layout, art and pre-press production, vendor supervision and instruction, quality control, billing and administrative coordination.

PROFESSIONAL EXPERIENCE:

Sole Proprietor: Design & Illustration Business - SDeGeorge Creative. February 1, 2012 - Present

Created new brand for freelance business. Designed & produced **sdegeorgecreative.com** website. Client projects: branding & logo design, marketing materials. Designed & produced MaryRossArt.com website using HTML 5 & CSS 3. Nov. 2012 - Feb. 2013: personal Fine Art Sabbatical in SW USA for Plein-Air Painting.

Project Management, Custom Textbooks. May 1, 2011 - January 31, 2012

Pearson Custom Learning, 501 Boylston St., Boston. (Full Time Term of Project)

Project Managed production of custom textbooks. Hired Vendors; procured necessary files, negotiated & created PO's, developed schedules and supervised production. Collaborated with in-house Proofreading, Development Editors, Designers & Manufacturing Buyers. Utilized a content management system to retrieve, update & track information. Facilitated the entire production process, completed QA, paid Invoices and archived project files. Successfully directed the production of assigned projects, meeting aggressive schedules & juggling multiple complex projects simultaneously.

Design & Production:

- Print Collateral Materials
- Logo Design & Branding
- Publications & Textbooks
- Web & Presentation Design

Illustration:

- Editorial Photo Collages
- Hand-drawn Art - K-12 Publishing
- Fine Art - Painting, Collage

Publishing

Project Management:

- Custom Textbooks at Pearson Custom
- Reprints Production at Cengage Learning
- Native American Bilingual Series, Utah

Software:

Proficiency with Adobe CS5.5: InDesign, Photoshop, Illustrator & Acrobat;
Microsoft Word, Excel & PowerPoint;
QuarkXpress and others.
Experienced with:
Dreamweaver, Fireworks,
HTML5, CSS3, Pitstop
and others.

Content Project Management - Reprints, College Textbooks.

August 2009 - December 2010

Cengage Learning, 20 Channel Center St., Boston.

(Full Time Contract position through Hollister Staffing)

Managed the production of reprints from start to finish for a very high volume of Arts & Sciences titles. Developed tracking process for hundreds of simultaneously reprinting titles. Researched products to determine necessary corrections and/or rebranding by utilizing corporate CMS and working with Editorial, Inventory and Production staff. Directed and trained vendors (designers, composers and printers), both onshore and offshore, to assure the quality and timeliness of each title. Responsible for entire reprint process including final approval for all aspects of reprint corrections, production and print prepress preparation. Successfully completed high volume of deadline driven and complex reprint titles while working independently.

Presentation Design. October 20, 2008 - August 2009

Spheron staffing at Harvard University, Cambridge, MA

Various temp. assignments at Harvard included: Completion of PowerPoint presentation for the Orientation of Harvards Advanced Leadership Initiative.

Textbook/Publication Design and Production. December 2006 - June 2008

PreMedia Global (PrePress/PMG), Plymouth, MA

Layout and production of K-12 and College level textbooks for an educational publishing service company. Book paging, template and style creation, art editing, photo editing, proofreading, editorial quality control and pre-flight processing (Pitstop). General administrative duties working with Excel databases, Word documents, PDFs and email correspondence. Project management of a major Cengage reprint re-branding project performing quality control, prepress preparation and guidance/training to offshore operation.



SOLE PROPRIETOR: Graphic Design & Illustration Business. 1992 - 2006

Design & Illustration for print graphics & presentations. Providing marketing development & design services for small businesses as well as contracting with corporate & educational organizations.

- Print Design and Layout for Book, Publication and other Print collateral
- Branding & Identity: Logo design, business cards and letterheads, brand development
- Illustration and Digital imaging - hand drawn, vector and bit-mapped art; photo/image manipulation
- PowerPoint presentations: charts, graphs, editorial content development, information organization

Publication Design and Production. 2001 & 2002

Paradox Productions, Aztec, New Mexico

Designed and produced two different 100+ page workbooks for interactive computer based courses for Stanford University and The Alliance for Lifelong Learning. 2 project contracts.

Design - Illustration & Project Management: Navajo Childrens Book Project. 1998 - 2003

San Juan County School District, Blanding, Utah

Designed, illustrated and produced 22 books for K-12 Navajo bilingual reading programs including 18 books published as The Black Sheep Clan Series. Provided project management and established editorial processes, working with a committee of cultural specialists and translators. Designed logo and illustrated ALL original artwork. Trained staff in pre-press technology/software. All books were printed in 2 or 4 color and published in both English and Navajo. Federally funded, full time, 5-year Title VII grant contract.

Graphics Instruction and College Curriculum Development

College of Eastern Utah, Blanding, Utah. Various contract positions. 1995 - 1997.

Web Based Training (WBT) Development: Researched and tested WBT software (TopClass and WebCT).

Developed and instructed a 2-day training for instructors using TopClass. Produced an additional Web Based Curriculum using TopClass for the college Business Department.

Adjunct Faculty: Instructed college level classes *Business Presentations* (PowerPoint) and *CorelDraw 6: An Introduction to Computer Graphics*.

Curriculum Development: Developed, designed and produced college level curriculum: *CorelDraw 6: Intro to Computer Graphics*. Star Schools Distance Ed. federal grant contract.

Presentation Specialist: PowerPoint Design - Management Consulting. 1988 - 1996.

CSC Index, Cambridge, MA. Special project contracts. 1994 and 1995

Gemini Consulting, Morristown, NJ. Various project contracts. 1992 - 1996

Diacom, (United Research) Cambridge, MA. 1988 - 1992

Designed, illustrated and produced corporate PowerPoint presentations as well as print collateral materials. Provided project management, concept development, design and production as well as direct support for consultants, executives and clients. Full-time freelance position.

EDUCATION & PROFESSIONAL DEVELOPMENT:

- Bridgewater State University, Bridgewater, MA. Computer Graphics and Web Professionals Certificate Program (CGWP). **Completed July 2012.**
- Sessions.edu. Web Design. Online comprehensive web-design program.
- Massachusetts College of Art, Boston, MA. Bachelor of Fine Arts (BFA)
- Goddard College, Plainfield, VT. Drawing, Printmaking, Social Ecology, Solar Energy, Architecture, Ecology, Biology

OTHER SKILLS:

Painter/Fine Artist: *Plein-Air* Oil Painting and Abstract Collage. Exhibition history and portfolio provided on request.