

MARCIA GILBERT

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software

- Adobe Creative Suite
- Quark Xpress
- Word
- WordPerfect
- Mac and PC platforms

strengths

- Maintaining efficient workflow while collaborating with designers and with creative, administrative, production, and editorial departments and clients in preparing files
- Passionate commitment to following house style and meeting deadlines while improving existing material, routing, processing, and efficiency
- Expert in documentation, style and template creation, optimizing workflow
- Experienced in:
 - Training
 - Troubleshooting
 - Documentation
 - Software conversion and upgrading
 - Copy editing
 - Photography
 - Web design
- Sense of humor
- Friendly, yet tenacious

www.GridKid.com

experience

HACHETTE BOOK GROUP, INC.

LITTLE, BROWN YOUNG READERS — 2/13 to 9/13

LITTLE, BROWN AND COMPANY — 1/12 to 6/12

GRAND CENTRAL PUBLISHING — 11/11 to 1/12, 10/07 to 2/09, 2/07

Print Production Artist

- Laid out book cover mechanicals based on designer's concepts
- Managed department's backlog of overdue titles
- Liaised with multiple departments as point person
- Updated back titles, reprint mechanicals, and book interiors to evolving house style
- Software conversion, updating, bug research
- Coordinated development of Template Generator; liaised with multiple departments
- Documented house style and procedures

STERLING PUBLISHING

PDF Production — 3/07 to 4/07

- Converted back titles to Barnes & Noble's web specifications
- Oversaw temps and troubleshooted problem files: images, fonts, reflow

MCGRAW HILL CONSTRUCTION

Graphic Design Specialist — 6/06 to 11/06

- Formatted client-supplied copy and images to house style
- Trained temps, troubleshooted formats, innovated production shortcuts

AKRF, INC.

Word Processing Department Manager — 11/93 to 1/02

- Managed 10-person department word-processing/editorial staff
- Designed formats for reports, marketing documents, tech manuals
- Oversaw company-wide network integration

Assistant To Art Director — 1998 to 1999

- Created both traditional paste-up and digital figures for technical reports
- Designed covers and layouts for high-profile city and state projects
- Collaborated in company's proposal conversion from WordPerfect to QuarkXPress

TAYLOR RAFFERTY ASSOCIATES

Media Manager — 2/90 to 8/93

- Streamlined production and digital dissemination of materials for high-profile clients
- Oversaw transition to new database and tracking software
- Liaised with IT consultants about computer network/hardware/software issues for New York and London offices

selected clients

DIAMOND D, INC. — 2010 TO 2013

ALLEN FLAVORS — 2011 TO PRESENT

WOMAN SEEKING... — 2005 TO 2012

Design Consultant

- Created promotional materials, booth display, promotions, logo redesign, brochures
- Coordinated formulation of new Marketing Departments
- Provided design and software consulting

ENVIRONMENTAL PROJECT DATA STATEMENTS CO. (EPDSCO) — 2002-2011

Art Director

- Designed reports and templates, integrated architectural and engineering drawings, created graphics and covers

education

B.F.A., METALSMITHING AND PAINTING

Washington University, St. Louis, MO

art abstract

CHAPBOOK PUBLICATION

Collaborator in the design, illustration, and production of "Stories From the Ruins," a hand-bound chapbook of poems about 9/11; in the collections of both the Detroit Institute of the Arts and the Museum of Modern Art

POLLOCK KRASNER GRANT

A one-year grant funding art supplies and studio space

LOUISE NEVELSON

Collaborated with the artist on design and fabrication of jewelry