

MARCIA GILBERT



48-11 39th Place, #2
Sunnyside • NY • 11104

(C) 917 • 656 • 8196

GridKid@gmail.com

software

- Mac and PC platforms
- Adobe Creative Suite
- Quark Xpress
- MS Office
- WordPerfect

transferable skills

- Professional:
 - Training
 - Troubleshooting
 - Documentation
 - Style and template creation
 - Software conversion and upgrading
 - Copy editing
 - Photography
 - Web design
- Organization:
 - Maintaining efficient workflow while collaborating with creative, administrative, production, and editorial departments
 - Commitment to following house style and meeting deadlines
 - Ability to improve editing, routing, and optimizing workflow
- Interpersonal:
 - Self-motivated
 - Problem solver
 - Works well with others
 - Sense of humor
 - Friendly, yet tenacious

www.GridKid.com

Graphic Artist, Designer, Craftsman

EFFECTIVE COLLABORATION TO GET THE JOB DONE

industry experience

- PUBLISHING: trade, technical, magazine
- URBAN PLANNING: production, editing, graphics
- ADVERTISING & MARKETING
- EDITORIAL: legal, medical, scientific, scholarly, technical

professional skills

DESIGN & PRODUCTION

- TRADE AND TECHNICAL PUBLICATIONS: book cover mechanicals, magazine layout redesign, formatting of client-supplied copy and images to house style, covers and layouts for high-profile city and state projects, maps, data tables
- MARKETING MATERIALS: postcards, ads, logos, business cards, brochures, CDs
- LARGE-SCALE DISPLAY: booth display, banners, event presentations and printed handouts
- REPRINT SERVICES: back titles updates, reprint mechanicals, book interiors to evolving house style

PROJECT COORDINATION & MANAGEMENT

- Redesigned and updated magazine formats: researched font, software and hardware upgrades; built template and styles; trained staff
- Optimized development of InDesign Template Generator; liaised with multiple departments as point person
- Collaborated in company's proposal conversion from WordPerfect to QuarkXPress: software conversion, updating, bug research
- Documented house style and procedures
- Supervised transition to new database and tracking software
- Managed 10-person department word-processing/editorial staff; oversaw and trained temps
- Coordinated formulation of new Marketing Departments
- Brainstormed with IT consultants about computer network/hardware/software issues for U.S. and foreign offices
- Oversaw company-wide network integration
- Provided design and software consulting

employers/selected clients

KENSINGTON PUBLISHING CORP.

Print Production Artist – 2/17 to 10/18

- Assisted Art Directors and Designers with the layout, conversion, and troubleshooting of book cover mechanicals

GO MAGAZINE

Art Director – 2/16 to 6/16

HACHETTE BOOK GROUP, INC.

LITTLE, BROWN YOUNG READERS – *Short-term contracts 10/13 to 5/14*

LITTLE, BROWN AND COMPANY – *1/12 to 6/12*

GRAND CENTRAL PUBLISHING – *Short-term contracts 2/07 to 1/11*

Print Production Artist

- Assisted Art Directors and Designers in many departments with the layout, conversion, and troubleshooting of book cover mechanicals
- Performed quick turnaround of reprint mechanicals and reformatted hard cover, trade, and mass market layouts



employers/selected clients *[continued]*

ALLEN FLAVORS

Design Consultant — 2011 to Present

DIAMOND D, INC.

Design Consultant — 2010 to 2013

STERLING PUBLISHING

PDF Production — 3/07 to 4/07

MCGRAW HILL CONSTRUCTION

Graphic Design Specialist — 6/06 to 11/06

WOMAN SEEKING...

Design Consultant — 2005 to 2012

ENVIRONMENTAL PROJECT DATA STATEMENTS CO. (EPDSCO)

Art Director — 2002-2011

COMPLIANCE SOLUTIONS SERVICES, LLC

Graphics Consultant — 2005 to 2011

AKRF, INC.

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

Assistant To Art Director — 1998 to 1999

TAYLOR RAFFERTY ASSOCIATES

Wordprocessing and Data Manager — 2/90 to 8/93

ANOTHER GRIDKID PRODUCTION

Owner, Art Director — 1990 to Present

GILPUBCO INK

Desktop Publisher — 1986 to Present

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