

**Suzy Goodwin**

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**Objective:** Work professionally within a stable company, where I can utilize my combined print production, creative design, illustration, and administrative skills.

**Education:**

California State University of Sacramento Sacramento, CA BA in Fine Art

Community Colleges, - American River College/Sacramento City College/Sierra College

Skills: Mac and PC literate, Adobe Creative Suite Programs - InDesign, Photoshop, Illustrator, as well as Microsoft Office, Corel Paint, Dreamweaver, HTML / CSS, SAP database program.

**Work Experience:**

**Present / Ongoing** – freelance design and illustration jobs – logo designs, children’s book illustrations, coloring book illustrations, posters, banners, postcards, advertising, greeting card illustrations, selling my skills as an artist/painter for theater sets, and fine art.

Also volunteer work for Roseville Arts BlueLine Art Gallery (see below).

**Jan. 1999 – Aug. 8, 2011 – Random House Publishing, Prima Games Division**

**Production Supervisor – 9 years**

Daily decisions: printer choices, stock, pricing, scheduling, shipping instructions, problem solving, commitments of product and timelines, finished product review, updates to in-house and corporate data bases, enforce proper corporate procedures for production of titles. Team and individual work effort.

- Oversee print projects from start to finish initial and reprint titles.
- Production procurement of printer/binder, packing, and shipping arrangements.
- Creating purchase orders, and data management in SAP for network.
- Scheduling project work flow with very tight deadlines and often high volume.
- Well-rounded background in all aspects of graphic design, prep and production.
- File preflight.
- Proof reviews and final product quality check.

**Design Coordinator – Random House Publishing, Prima Publishing-Tech division – 3 years**

Coordinating skills within a high volume workload with fast paced deadlines. Individual and Team work skills including training new coordinators.

Multiple responsibilities such as:

- Updating database.
- Tracking daily priority and design schedules.
- Proof reading and design quality control.
- Miscellaneous design work:
  - Photoshop, Illustrator & InDesign – corrections, clipping paths, file transfers, file conversions
- Main contact for design department and all service bureaus.
- Administrative duties: writing contracts, purchase orders, supply orders, client correspondence.

**Northern Video Systems**  
**Graphic Designer – over 4 years**

Sole graphic designer for all associated companies made it necessary to be very good at creative problem solving and managing many projects with diverse deadlines. Graphic Designer for the main office which managed a 12 store video chain and a Closed Circuit Camera Equipment company.

- Projects completed from beginning to end:  
thumbnails, presentation of ideas, design & layout, problem solving, proofing, corrections/changes, vendor contacts for pricing and prepress questions, mailing, purchasing.
- Projects included:  
Yearly Catalog layout, hand crafted store displays.  
Marketing and business materials: store newspaper ads, fliers, direct mailers, business forms, business cards, marketing packets, T-shirt designs, logo designs, and trade show booth.

**Ad Litho Press**  
**Layout Artist**

Cut and paste layout of grocery ads in a team environment. Weekly publication deadlines.

- Customer relations, clean-up, mailroom, delivery, proofing and pre-press camera assistance.

**Nina Palladino's Art Glass Gallery**  
**Cashier / Sales**

Opening / Closing duties at the Gallery.

- Receiving art from vendors, customer sales, customer service, store maintenance as needed, database work with customer address / mailings. Cash register duties.

**Blue Line Gallery and Roseville Arts**  
**Volunteer / Jury / Panel member**

Many duties as needed at the Roseville Non-profit art gallery, the Blue Line Gallery.

- Leading panel of Jurors and volunteers.
- Leading hanging the shows, tear down, artists demonstrations.
- Postcard designs.
- Creating concepts for upcoming shows.
- Answering questions from members as needed.
- Organizing and running the monthly figure drawing sessions.

References available on request.