



EMPLOYMENT HISTORY

Lena Kartzov Designs

Seattle, Washington

June, 2002–present

Position: Graphic Designer, Sole Proprietor

Duties: Work independently with clients to provide such services as design consultation, job engineering, page layout, photo editing, color correction, illustration, job estimation, and all aspects of design from concept development through production, including imposition, prepress services and direct contact and negotiation with print vendors.

Orca Creative Group

Woodinville, Washington

September, 2008–October, 2009

Position: Graphic Designer

Duties: Sole graphic designer for international trade show display company. Preflight client files for accuracy and usability and troubleshoot and correct file problems. Negotiate and oversee vendors and implement quality control of printed materials, including color. Create large format designs and build files based on customer needs and project requirements. Consult with clients, sales staff and display builders. Occasionally oversee other designers.

University of Washington

Seattle, Washington

June, 2001–June, 2002

Position: Prepress Technician

Department: Publication Services

Duties: Preflight, rebuild and adjust client files as needed to make them press-ready, using a variety of industry software. Some design, layout and typography.

REI Inc.

Kent, Washington

July, 1997–May, 2001 (seasonal)

Position: Contract Production Artist

Department: Marketing

Duties: Work with production coordinators, editors and designers, creating mail order catalogs and online shopping guides, using industry standard software. Implement typographical and copy changes. Develop sketches for page layout. Scan and outline product for FPO. Import and place graphics and tints. Redesign spreads when needed. Occasionally oversee production schedule and other freelancers in Production Coordinator's absence.

EDUCATION AND TRAINING

Seattle Central Creative Academy

September, 2006–June 2008: Graphic Design and Illustration, graduated, AAS

September, 1994–June, 1996: Graphic Imaging and Print Technology, graduated, AAS

North Seattle Community College

1989, 1993: Various fine art and writing classes

Northwest School of the Arts

1987–1988: Various fine art, composition and illustration classes