

CHERIE ALBERTS

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www.mouseandpendesign.com/portfolio.html
[LinkedIn Profile](#)

OBJECTIVE

Seeking a challenging position in the field of design that will allow me to utilize my solid software and design skills.

QUALIFICATIONS SUMMARY

Knowledgeable in HTML, XHTML and CSS. Comprehensive experience in page layout and print design (4-color process and spot color). Have worked as in-house and freelance designer. Exceptional collaborative and interpersonal skills. Dynamic team player with well-developed written and verbal communication abilities. Adept at quickly learning new software programs. Accustomed to performing in a fast-paced, multi-tasking, and deadline-driven environment.

TECHNICAL PROFICIENCY

Platforms:

Mac OS X, Windows XP Professional

Applications:

Adobe CS4/CS5 Design Suites (Photoshop, Illustrator, InDesign, Dreamweaver [XHTML/CSS], Acrobat), Framemaker, Captivate, Presenter; QuarkXpress; MS Office 2003/2007 (Word, Excel, PowerPoint, Publisher, and Outlook); Visio; Sharepoint; WebWorks Publisher; ePublisher Pro and Express

PROFESSIONAL EXPERIENCE

Freelance Graphic Designer, *Mouse and Pen Design, Fremont, CA, 2009–Present*
www.mouseandpendesign.com

Provide graphic and web design and desktop publishing services. Please see my website for work samples.

Graphic Artist/Publisher, *Maxim Integrated Products, Sunnyvale, CA, 2010 (contract)*

Responsible for in-house design and production of print advertisements, product brochures, press release graphics, and other sales collateral. Interacted with technical editing staff to interpret technical content and created designs (block diagrams, functional diagrams, and other engineering figures) to illustrate product functions and applications.

Design Specialist, *Lam Research, Fremont, CA, 2007–2009*

Provided support to Technical Publications organization with a focus on streamlining processes while paying attention to details of task oriented work. Collaborated with internal departments on the design of a macro-enabled template. Conducted training sessions and provided troubleshooting support to users of new template. Performed HTML conversions and updates of technical manuals.

Key Achievements:

- Successfully developed a content template designed to reduce the cycle time [by about 40%] that is associated with the creation and release of technical procedures.
- Created computer based training presentation and step by step tutorials in support of template.
- Began development of ePublisher Pro stationery to facilitate migration of conversions from WebWorks Publisher to ePublisher Express.

Graphic Designer/Desktop Publisher, *Jameco Electronics, Belmont, CA, 2003–2007*

Participated in team effort to produce a full-color quarterly distributed catalog and consistently met publication deadlines. Provided layout design and formatting of catalog pages and formatting of corporate advertisements. Ensured accuracy and consistency in catalogs, flyers, advertisements, collateral, and other in-house projects.

Key Achievements:

- Designed advertising layouts for RobotStore.com, an online catalog for robotic hobbyists, acquired by Jameco in 2005.
- Researched, learned and implemented new efficiency-improving methods for online catalog.

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Principal, Mouse and Pen Design, Fremont, CA, 2000–2003

Examples of completed freelance projects:

Los Medanos College—Schedule of Classes and College Catalog

- Designed cover and reformatted content layout for Spring schedule of classes.
- Reformatted and redesigned college catalog which involved conversion from PageMaker to QuarkXPress, implementation of style sheets and master pages and revisions to content.

Spectra Laboratories—Instructional Posters and Reference Guide

- Provided technical illustrations of specimen collection containers and packaging materials for a series of posters that detail the proper collection and handling of bio-hazardous specimens.
- Redesigned layout of reference guide—a manual provided to all dialysis facilities serviced by Spectra.

A.F. Evans Company—Newsletter

- Designed new masthead and layout of quarterly employee newsletter; designed invitations for 25th Anniversary event.

Marketing Specialist, Spectra Laboratories, Fremont, CA, 1995–2000

Collaborated with management and print vendors on design of requisitions used for test ordering by dialysis facilities.

Maintained accuracy of all internal and external forms, requisitions, brochures and data sheets. Liaised with print vendors to communicate specifications for all offset printed projects. Managed review cycles, made provisions for printing, and proofed blue lines and match prints. Created all necessary electronic files and camera-ready artwork to provide to printers.

Key Achievements:

- Designed new logo for Spectra Renal Management, a subsidiary of Spectra Labs and Fresenius Medical Care.
- Designed layout and maintained editing and publishing of quarterly newsletter.

EDUCATIONAL BACKGROUND

Graphic Communications Certification, 2003

Los Medanos College, Pittsburg, CA

Bachelor of Science in Business Administration/Marketing, 1993

California State University Hayward (East Bay), Hayward, CA