

## Denise R. Wood

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- skills**
- Experience training employees
  - Works well with others, and independently with little or no supervision
  - Highly organized, communicates well with others, and able to manage multiple responsibilities
  - Self-motivated, ambitious and quick to learn
  - PC and Macintosh computer proficiency

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- software**
- Adobe Acrobat Professional
  - Microsoft Word
  - Adobe Dreamweaver
  - Microsoft Excel
  - Adobe Illustrator
  - Microsoft PowerPoint
  - Adobe InDesign
  - QuarkXPress
  - Adobe Photoshop
  - QuickBooks Pro

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**employment** **Creative Relief Art Studio**, Birch River, WV – *Freelance Design and Illustration Studio*

2010 – Present *Prepress & Production Artist*

- Typesetting and design
- Product mock-ups
- Prepare and upload digital press files

2004 – 2008 **Nicholas Printing, Inc.**, Summersville, WV – *Printing, Mailing Services & Copying Bookkeeper & Graphic Designer*

- Bookkeeping responsibilities included payroll, paying monthly 941, WV Withholding & sales taxes. Handled all accounts receivables, bank deposits and accounts payable. Produced various financial reports for review with CEO and outside accountant.
- Graphic Design and Prepress responsibilities included typesetting and designing letterhead, business cards, brochures, forms, labels, etc., and produced plates for the printing press.
- Assisted with customer service and bindery departments.

2001 – 2002 **Safeguard Properties, Inc.**, Brooklyn Heights, OH – *Secures properties for banks Human Resources Administrative Assistant*

- Responsibilities included tracking and documenting employee attendance for approximately 175 employees, filing, copying and documenting employee files in the database.
- Implemented a new system for tracking employee attendance using Microsoft Excel.

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**education** **The Art Institute of Pittsburgh**, Pittsburgh, PA

- 1989 – 1991
- Associate in Specialized Technology Degree, majoring in Interior Design.
  - Courses within major included drafting, computer application, ergonomics, residential and commercial design and research, period design, and rendering.
  - Work chosen by instructors to appear in floor showcase.
  - Perfect attendance for 9/9 quarters.

1989 **Timken Senior High School**, Canton OH

- Vocational degree for 1620 hours of advanced-placement Commercial Art.
- Worked part-time as a paste-up artist.