



LaTasha Richardson  
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## EXPERIENCE

**University of Michigan** – Ann Arbor, MI June 2010 – Present

**Applied Physics Department**

Web and Graphic Designer - Part Time

Designed and developed department website, as well as, maintain current website.

**Direct Incorporation** – Ann Arbor, MI Sept. 2009 – Present

**Graphic Designer/Web Designer**

Design web pages, logos, and other graphic materials. Work with Adobe Creative Suite and other graphical applications. Consistently meet deadlines and requirements for all design jobs.

**University of Michigan** – Ann Arbor, MI August 2009 – Present

**The Center for the Study of Complex Systems**

Web and Graphic Designer - Part Time

Design and develop department newsletter and other promotional materials using Adobe InDesign and Adobe Illustrator. Developed and implemented re-design of department website.

**Adecco Engineering & Technical** – Bingham Farms, MI Sept. 2010 – April 2011

**Oakland Community College**

Graphic and Web Designer - Contract Position

Design and develop various graphic materials including advertising, booklets, brochures, signs, and posters. Confer with vendors as to electronic preparation, paper stock, outside production and production schedules of various graphic jobs. Work with IT and Marketing department to implement successful designs keeping within the visual standards of the college for web and print.

**Steve's Blinds and Wallpaper**

**Graphic Designer/Web Content Manager** – Sterling Heights, MI Sept. 2009 – Sept. 2010

Designed web pages, email flyers, edit existing materials, and develop other various web assets to support brand initiatives. Handle web production and optimization. Worked with Adobe Creative Suite as well as HTML, xHTML, CSS and some Javascript.

**Eastern Michigan University** – Ypsilanti, MI Sept. 2008 – Sept. 2009

**Production Assistant**

Successfully prepared and executed projects for small and large format printing. Assisted students in properly converting and formatting files for printing using Adobe Acrobat and other software applications.

**Today's Office Professionals** – Detroit, MI August 2009 – Sept. 2009

**Kaplan Career Institute**

Graphic Designer - Contract Position

Designed multiple marketing materials using Adobe InDesign, Photoshop and Illustrator to meet deadlines. Packaged and prepared files for print using Adobe Acrobat.

**Today's Office Professionals** – Troy, MI May 2009 – July 2009

**Entertainment Publications, LLC**

Graphic Production Artist - Contract Position

Worked efficiently on multiple projects using Adobe InDesign, Photoshop and Illustrator to meet strict deadlines. Successfully implemented quick revisions to meet the needs of client's, Art Director's or Senior Designer's requests daily. Worked with staff to preflight, proof, and prepare files for print.

## EDUCATIONAL BACKGROUND

Certificate in Web Development, expected grad May/2011

Bachelor of Fine Arts, Graphic Design, 2009

Associate of Applied Science in Art for Advertising, 2004

Associate of Applied Science in Digital Design & Layout, 2004

Associate of General Studies Degree, 2003

## TECHNICAL PROFICIENCY

Platforms: Mac OS, Windows XP/VISTA/ME/2000

Applications: Adobe Photoshop, Illustrator, InDesign, Quark Xpress, Dreamweaver, After Effects, Pagemaker, Freehand, Adobe Acrobat, Microsoft Word, Powerpoint, Outlook, HTML, xHTML CSS, Flash, Javascript, Wordpress

