



Sheri Russo

11 Mendham Road
Far Hills, Nj 07931
908.781.6107
sherirussos.com
www.sherirussos.com

OBJECTIVE:

Seeking a position where my design skills will be utilized in a creative environment.

COMPUTER SKILLS:

Adobe Acrobat, Apple Works, Dreamweaver, Fireworks, InDesign, Illustrator, Microsoft Office Suite, Photoshop and QuarkXpress.

WORK EXPERIENCE:

Dark Autumn Graphics -- Self Employment 2001- Present

Freelance Graphic Design, Web Development, Print Communications and Computer Consulting:

- Chester Lion's Club
- CTS Global Advantage, Union, NJ
- Old Fashioned Girl, Oldwick, NJ
- The Bridgeport Depot, Belvidere, NJ
- The Corner Deli, Belvidere, NJ

InfoTech, Parsippany, NJ 1997- 2001

:: Web Manager :: (1998-2001)

- Updated and refreshed content daily
- Designed new pages/sites as needed
- Established internal process and scheduled to secure updates from responsible Subject Matter Experts
- Monitored and reported web site performance
- Identified and refreshed search engine links
- Communicated Web improvement ideas and examples of good sites to Marketing Manager
- Expedited web site fix if failure occurs.

:: Marketing Production :: (1998-2001)

- Produced brochures, ads, letters and collateral according to requirements defined by Marketing Manager for Conferences, Consulting, Training and Sales teams
- Produced quarterly InfoTrack® reports and updates for paper, CD, and web formats
- Recommended and monitored printer and marketing material vendors and agreements based on best cost and performance
- Maintained contact lists and budget matrix.

EDUCATION:

Anthem Institute, Parsippany, NJ, -- 2009
Graphic Design (GPA = 3.9)

Raritan Valley Community College, North Branch, NJ (2007)
Visual Communication (GPA = 4.0)

Katherine Gibbs, Boston, MA (1987 - 1988)
Certification in Information Processing