



Kathleen Jones  
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www.kjgraphicdesign.com

- Computer knowledge InDesign, Photoshop, Illustrator, InCopy, PageMaker, QuarkXPress, FreeHand, Corel Draw, Acrobat, Microsoft Office Programs, Disk Tracker, Portfolio, FTP Software, Toast
- Proficient with Macintosh and PC platforms  
Extensive experience with scanners, color copiers and digital cameras
- May 08 – Sept 08 **Invitrogen**, Eugene, Oregon  
Graphic Designer (contract position)
- Creation of corporate literature including catalogs, flyers, signage, brochures, ads, and direct mail while maintaining corporate standards
- Dec 03 – Mar 07 **Schweitzer Engineering Laboratories, Inc.**, Pullman, Washington  
Graphic Designer/Corporate Photographer
- Created and implemented all corporate collateral, including catalogs, flyers, brochures, direct mail, ads, tradeshow graphics, signage, sales kits, logos, web banners, as well as corporate and product photography
- Responsible for designing, managing and creating projects from concept through completion for corporate marketing, worked closely with marketing teams to supply graphics and collaborated on various corporate design projects, maintained corporate standards and processes, worked with outside printers to ensure print quality, entered and tracked all jobs on internal database
- Served as corporate digital photographer for events, tradeshows, portraits, product and installation shots, scanning and extensive photo retouching, maintained the corporate photo library, setup and art direction of all photo shoots
- Mar 02 – June 03 **WMH TOOL GROUP**, Auburn, Washington  
Graphic Designer/Marketing Services Assistant/Photographer
- Designed and created marketing materials such as packaging for all products, catalogs, flyers, brochures, spec sheets, labels, price lists, signage, banners and logos, and product photography
- Responsible for projects from concept to implementation, creation of electronic files for print—proofing, preflight, creating postscript files, distilling into PDFs, burning CDs, emailing and using FTP sites for sending files to print—created and implemented corporate style guide, cleanup and reorganization of corporate logo library, setup and art direction of photo shoots, digital photography, scanning and photo retouching, entering and tracking jobs on internal database, disk tracking and cataloging archival CDs, interaction with all divisions of sales and marketing, working within budgets and deadlines, obtaining bids and coordinating print production with outside vendors
- Dec 98 – Jun 01 **Flow International Corporation**, Kent, Washington  
Graphic Designer
- Creation and management of all corporate marketing materials, including the annual report, brochures, data sheets, signage, magazine ads, promotions, spec sheets, logos, packaging, newsletters, templates, presentations, direct mail, labels and flyers
- Responsible for designing and coordinating graphic and marketing projects from concept stage through completion by determining the method and materials—obtained bids and negotiated contracts with printers and outside vendors, art direction of photo shoots, proofing, press checks and coordinated shipment of the project—implemented commitment to retaining the quality of corporate standards, redesigned and launched the corporate web site, served as resident photographer, scanned and retouched photos, developed and reorganized the corporate photo and logo library, managed multiple projects, and worked within constrained timelines and budgets

