



Contact michelle@mooreprintandweb.com
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4/05 - Present **The Creative Group**

- Freelance Artist
- Print production
- Photo correction
- Graphic design
- HTML
- Flash banners

4/03 -4/05 **Bartercard USA - Graphic and Web Designer, Irvine CA**

- Create internal marketing material
- Build and maintain the four company web sites
- Design and build Flash presentations for promotional interactive CD's
- Maintain all marketing stock and supervise national distribution
- Complete freelance illustration and design work for the company's clients
- www.bartercardusa.com

7/01 - 3/03 **Bartercard USA - Corporate Office Manager, San Diego CA**

- Create all marketing materials
- Create and maintain the National Directory (tagged text PageMaker - InDesign Document)
- Recruit and train all administration personnel
- Maintain databases
- Oversee all departments
- Head the crisis response team

1/97 - 7/01 **Bartercard International - Project Manager, Gold Coast, Australia**

- Manage various projects in the home office and international sites
- Projects included:
 - Data Conversions
 - Personnel Training on in-house software
 - Writing of internal software manuals
 - Training staff on the use of graphic programs and there

7/94 - 1/97 **Bartercard Australia - Credit Consultant, Gold Coast, Australia**

Honors and Awards

- 2000 Licensees Choice Internal Support Person of the year
- 2000 Directors Choice Employee of the year
- 1997 The Australian Institute of Credit Management, Young Credit Professional of the year, State Finalist. Sponsored by Dun and Bradstreet.

Computer Skills

| | |
|-----------------|-----------------------------|
| · Quark Express | · Adv. Microsoft Word |
| · InDesign | · Adv. Microsoft Excel |
| · Illustrator | · Adv. Microsoft Powerpoint |
| · CorelDraw | · Microsoft Outlook |
| · Photoshop | · Microsoft Publisher |
| · Dreamweaver | |
| · GoLive | |
| · Flash | |
| · Acrobat | |
| · Mac and PC | |

Volunteering Volunteer Coach, SheaCenter, J.F. Shea Therapeutic Riding Center

