

*Sara  
Tinnick*

280 Duff Road, Penn Hills, PA 15235 • 412.609.5073 • [saratinnick.com](http://saratinnick.com)

**Objective:** To put my artistic, creative and technical skills to use for a company specializing in graphic design.

**Skills:** Proficient in Adobe Illustrator, Photoshop, InDesign, Quark Xpress, MultiAd Creator, Acrobat, AppleScript, HTML, Macromedia Flash, Dreamweaver, Microsoft Office. Excellent written and verbal communication skills, organization skills, team player, very self-motivated. Able to handle high stress situations and to meet deadlines on short notice. Very detailed oriented, able to recognize issues and problem areas that arise in Pre-Press.

**Education:** **9/1999 - 5/2003** **Seton Hill University • Greensburg/Pennsylvania**  
Bachelor of Arts - Graphic Design & Art History - GPA: 3.83 – Magna Cum Laude

**Experience:** **8/2005 - Present** **Desktop/Technical Artist** **ADVO, Inc. • Pittsburgh/Pennsylvania**  
Responsible for creation of direct mail marketing pieces from simple changes to complete creation of complex ads from rough art; preflighting customer supplied ads to ensure they meet company graphic standards; creation of AppleScripts that eliminate repetitive tasks, streamlining Graphics Print production; troubleshooting technical problems on the Macintosh platform.

**5/2004 - 8/2005** **Graphic Artist** **Gateway Press • Monroeville/Pennsylvania**  
Responsible for creation of advertisements for local area newspaper, including new proof ads, changes to previous ads, and scripting of straight pick ups. Also responsible for ad placement and pagination of several newspapers on press nights and outside jobs as needed.

**8/2001 - 8/2003** **Computer Technician** **Cambria Heights School District • Patton/Pennsylvania**  
Repairing and servicing computers within the school district. Lab installation, wiring for internet access, making cables for internet access, building computers and servers, software installation, installation of Microsoft Windows Platforms, and basic troubleshooting.

**8/2001 - 5/2003** **Graphic Design /Photography Tutor** **Seton Hill University • Greensburg/Pennsylvania**  
Instructional help with software used in the Introductory Graphic Design, Advanced Graphic Design, and Accelerated Graphic Design classes at Seton Hill: Adobe Photoshop 6.0, Adobe Illustrator 9.0, and Quark Xpress. Instructional help for black and white and color photography courses as well darkroom support.

**8/2001 - 5/2003** **Web Developer** **Seton Hill University • Greensburg/Pennsylvania**  
Upkeep of the Seton Hill Website. Designing pages, creating forms, updating information, and creation of style guidelines for use on the website. Responsible for creative promotional webpages for the Office of Institutional Advancement, including writing all body copy, coding, and artwork used on the page.

**Awards & Certificates:** Seton Hill University's Award for Artistic Achievement in Visual Arts - 2003  
Greensburg Area Cultural Council's Judges Award Artistic Merit in Visual Arts - 2003  
Dean's List - 2000 - 2003  
Brain Bench Certified - Master - Photoshop 7.0  
Brain Bench Certified - Quark Xpress  
Brain Bench Transcript ID#: 4723925 ([www.brainbench.com](http://www.brainbench.com))

**References:** Available Upon Request.

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