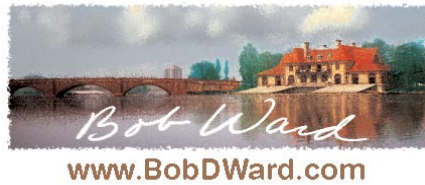


11 Clifftondale Street #1
Roslindale, MA 02131



Tel: 617-323-4123
Bob@BobDWard.com

SUMMARY OF QUALIFICATIONS

Extensive experience as a Graphic Artist in the printing, publishing and advertising industries. Skilled in prepress production for high resolution color offset printing and large color format imaging in an OSX Macintosh environment. Tenacious multi-tasker, with high standards and attentive to details. Team player and able to manage and prioritize multiple projects in fast paced studio environments with emphasis on quality control. Accomplished photographer, photo illustrator and graphic designer with strong type sensitivity. Efficient file administrator.

Skills:

Prepress production	Prototype creation
Font & color management	Digital photography
File preparation	Photo correction & resampling
Layout & formatting	Direct mail

Software Expertise:

QuarkXpress	Adobe Photoshop CS2
Adobe Illustrator CS2	Adobe InDesign CS2
Adobe Acrobat	Adobe Type Manager
Traffic Office Manager	CD Finder

SELECTED ACCOMPLISHMENTS

- Provided leadership and support with startup companies operating on a limited budget
- Generated accurate vendor computer files, netting increased company savings by creating less waste
- Developed, implemented and enforced a file naming convention and job flow procedure
- Maintained diligent management of client files including folder hierarchy and proper storage and cataloging
- Capable of “mechanicalizing” an art director’s layout — making necessary changes/editions or rebuilds for accurate color printing and imaging
- Managed corporate branding campaigns, provided collateral consistency for client signage, advertisements, POP’s, and provided image support for websites
- Conceptualized and photographed local post card distributor business in Rhode Island — promoted Rhode Island tourism with sales and distribution of 70,000 scenic view post cards

PROFESSIONAL EXPERIENCE

Hill, Holliday, Conners, Cosmopolos, Inc., Boston, MA 9/2005-present

Studio Mac Artist

- Responsible for print preparation of agencies client print ads and collateral items. Clients include: John Hancock, Dunkin’ Donuts, CVS, Harvard Pilgrim, Cognos, Liberty Mutual, Bank of America

Freelance Graphic Artist

10/2003-9/2005

Clients: Air Charter Guide, Cambridge, MA, The Holmes Group, Milford, MA,
Scudder Investments (Member of Deutsche Asset Management), Boston, MA

Baldwin/Clancy/Rogan Advertising, Somerville, MA (formally Baldwin & Stone)

3/2003-9/2003

Studio Manager/Mac Production Artist

- Responsible for all client prepress and digital file preparation for print and color imaging
- Production/studio department management including server maintenance and archiving

Baldwin & Stone, Inc., Cambridge, MA

3/1994-3/2003

Studio Supervisor/Mac Production Artist

- Production/studio area management and workflow prioritization with traffic manager, prepress file preparation and quality control for entire agency client base
- Trained and managed new hires and freelance help, including studio policies and procedures
- Proof review of vendor-supplied client files and purchased studio supplies

EDUCATION

BFA Graphic Design/Photography

University of Massachusetts, Dartmouth, MA (formally Swain School of Design, New Bedford, Massachusetts)
Undergraduate Program—Graphic Design major
Massachusetts College of Art, Boston, Massachusetts

MEMBERSHIPS

Boston Photography Center, Photographic Resource Center at Boston University, Griffin Museum of Photography, Boston Tabblo Meetup Group