

TAIA HARTMAN

110 Alexandria Drive

Vernon Hills, IL 60061

(224) 715-5554

taiahartman@gmail.com

www.taiahartman.com

WORK EXPERIENCE

2013 Neil Enterprises, Vernon Hills - Graphic Designer

Responsibilities: Customized premade designs and created new ones to be printed on various novelty items, printed inserts and labels. Printed inserts, labels and booklets on a large Xerox printer. Printed inserts on an Epson 1900

2010-2012 Signal Graphics, Mundelein - Graphic Designer

Responsibilities: Answered phones & email, took orders, created quotes, spoke to and ordered from vendors, prepared files for print from Illustrator, InDesign, Pages, Photoshop, Powerpoint, Publisher, and Quark, created new designs from scratch in Illustrator, InDesign and Photoshop, some product & location photography, updated old files with new information, maintained paper and printer supply levels. Utilized a Konica 920, C6500, and C6000.

Products: Direct mail pieces, brochures, flyers, books, constant contacts, pads, business cards, post cards, bookmarks, labels, stickers, newsletters, folders and more.

2010 RPM Visual Media, LLC, Chicago - Graphic Design Intern

Responsibilities: Created buttons, backgrounds and images in Illustrator for use in video advertisements; laid out a trifold print brochure in InDesign.

CERTIFICATIONS AND SKILLS

2012 Mailpiece Design Professional

Adobe InDesign, Adobe Illustrator, Adobe Photoshop

Microsoft Excel, Microsoft Powerpoint, Microsoft Publisher, Microsoft Word

Quark XPress

EDUCATION

Bradley University, Peoria, Illinois

B.A. Graphic Design – May 2010

Magna Cum Laude

Minor - Art History

ACTIVITIES

AIGA (American Institute of Graphic Artists) Member, 2008–present

BU AIGA executive board 2009-2010

Global Scholars - 2010

Art Incognito (art show) - 2009

Whispers of Immortality (Literary Magazine) – Logistics Manager, 2005–2006;

Fontmaster, 2004; Layout Designer 2003–2006

Designed layouts, approved typefaces, trained and oversaw club members.