



HELENA MACDONALD

PROFESSIONAL PROFILE

Senior graphic design specialist with more than eight years of experience in managing graphic design projects from inception to execution. Highly creative with the ability to work well within a team. Extensive experience in working with vendors and other designers to deliver a single product. Highly skilled with various programs within the Adobe Creative Suite, such as Photoshop, InDesign and Illustrator.

ONLINE PORTFOLIO

www.HelenaRudomin.com

CONTACT INFORMATION

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www.HelenaRudomin.com

PROFESSIONAL EXPERIENCE

Graphic Designer / Manager

AEX Convention Services - Egg Harbor Township, NJ

Texas XPO - Houston, TX

January 2012—Present

- Collaborate with an average of 80 clients on over 100 national trade shows on an annual basis
- Effectively establish deadlines for content submission and artwork approval
- Coordinate with vendors/printers on collateral/large format projects, producing clear job specs, reviewing proofs/invoices for accuracy, and ordering materials
- Strong organizational and time management skills
- Ability to manage multiple projects and priorities with demanding deadlines
- Ability to make independent decisions and use problem-solving skills
- Effectively manage two person staff while overseeing warehouse staff in setting up graphics in trade show structures
- Ability to work independently as well as collaborate with clients and other team members
- Translate project objectives and create solutions that combine functionality and aesthetics using typography and color theory
- Production work including preflighting, printing, and cutting large format signs
- Engineer custom three dimensional units and floor plans using AutoCAD

Copy & Print / Retail Sales Associate

Staples - Turnersville, NJ

April 2011—June 2014

- Worked in the Copy & Print Center on clients small and large format printing needs
- Interacted with customers to identify purchasing needs and direct them to appropriate department; recommend additional products or product warranties
- Built rapport with customers by asking probing questions and utilizing effective listening skills

Copy Center Associate

Office Depot - Voorhees, NJ

February 2004—April 2011

- Maintained stock of supplies and requisition any needed items
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction
- Built and maintained strong client relationships to ensure leads, future business and maximized productivity

FREELANCE

- Edward Bush, Attorney-at-Law - www.edbushlaw.com
- James L. Fennessy, Attorney-at-Law - www.jlf-law.com
- Posie's Pastures - www.PosiesPastures.com

SKILL DEVELOPMENT

Time Management	Microsoft Office	Mac/PC Platform
Production	FTP & WEB FTP	Onyx RIP Software
Communication Skills	HTML, CSS	AutoCAD
Detailed Oriented	Social Media	Proof HQ
Adobe CC	Wordpress	

EDUCATION

Rowan University, Glassboro, NJ
Bachelor of Arts, May 2011

CAD Institute - www.cadinstitute.org
Certificate of Training, December 2012

Camden County College, Blackwood, NJ
Certificate in Web Design Development, May 2011
Associates Degree in Computer Graphics, May 2007