



CAROLYN J. BARTOLETTI

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Project Manager / Graphic Designer / Web Developer

Established design consultant with a wide range of experience including graphic design, web design & programming, Flash animation, Internet marketing, complete print packages, photography, audio/video and television production.

summary of qualifications

- Over twenty years of graphic design experience combined with sales and Internet expertise
- Outstanding qualifications in visualization skills, desktop publishing and website development
- Effective working with team to achieve both short and long term goals
- Recognized as highly creative, demonstrating brainstorming skills and practical problem solver using diplomacy
- Energetic and self-motivated with excellent people skills
- Highly skilled designer utilizing many resources to accomplish unique visual effects

career experience

2004 - PRESENT: OWNER / GRAPHIC DESIGNER / WEB DEVELOPER GBFREELANCE, GREEN BAY, WI

- Generate clients, book appointments, gather information, write contract and close the sale
- Organize and project manage up to 20 accounts at one time
- Research products and services to deliver a successful marketing package including logos and print pieces
- Design and program completely functional website packages utilizing CSS and Internet standards
- Work closely with clients throughout project and train on website updates and maintenance
- Collect final payment and up-sell client on website enhancements and corporate branding materials

1998 - 2004: GRAPHIC DESIGNER / WEB DEVELOPER

INFINITY TECHNOLOGY, INC., GREEN BAY, WISCONSIN

- Brainstorm, sketch, design and program custom websites based on the needs of the client and target audience
- Compose a wide range of stimulating Flash animations, shoot web quality photographs and video
- Develop and maintain marketing corporate standards, prepare artwork for four color and spot marketing materials

1997 - 2000: OWNER

VIDEO ALBUMS, GREEN BAY, WISCONSIN

- Create music videos from photographs and transfer to VHS tapes and DVD

1990 - 1998: ART DIRECTOR

WLUX FOX 11, GREEN BAY, WISCONSIN

- Design and develop complete graphic packages for the news, weather and sports
- Direct and produce promotional commercials, combining graphics, animation, music and voice over
- Manage, design and produce printed material such as billboards, brochures, stationary, set design and signage

graphical tools

MACINTOSH OSX+

Dreamweaver, Flash, Adobe Photoshop, Adobe Illustrator, InDesign, iMovie, PowerPoint, Contribute, CMS systems, Microsoft Office, QuickBooks

education

AL COLLINS GRAPHIC DESIGN SCHOOL, TEMPE ARIZONA 1990

Associate Degree in Graphic Communications

(continuing education)

NATIONAL SEMINARS GROUP 2002

The Flash Attack Workshop
Designing for the Dreamweaver

UNIVERSITY OF MADISON 1995

Introduction to Photoshop
Advanced Photoshop

NWTC

Watercolor Painting 1998
Introduction to Photography 1996
Portfolio Upon Request