



EMILY E ALLEN

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EXPERIENCE

Localization Production Specialist and Department Manager for KJ International Resources 2008– 2010

Job responsibilities included overseeing department and managing workloads of employee's in a fast paced graphics design and desktop publishing department at a foreign translation firm. Some daily responsibilities include:

- Overseeing production of translated documents into multiple DTP formats
- Ensuring that the translated documents match the original source documents layout by conducting detailed quality assurance steps
- Responsible for always learning and training other employees on new design software and procedures to fit clients needs
- Responsible for training all employees in department, all status meetings
- Support internal employees and external contractors on tools and applications
- Contracting external vendors
- Created and updated training materials
- Helped develop processes and procedures for department and throughout company
- Exporting and Importing text for translation

Graphic Designer and Desktop Publishing Production Specialist for KJ International Resources 2006 - 2008

Job responsibilities included preparing and designing CAD, Flash, HTML, and Microsoft Office files for translation software. Then exporting and importing translated text. Some other tasks were to:

- Fix corrupt files for an XML based translation software by hand coding and recoding the XML
- Design, edit and maintain multi-lingual files in all formats: CAD, Flash, HTML, and Microsoft Office files
- Re-layout files after translation
- Print and package final files for clients.

Freelance Illustrator and Designer from 2003 -present

Created logo's, business materials, monthly calendars and newsletters, website updates and illustrations for clients.

- Designer and owner of blog: www.heywhatscookin.com
- Designed logo and website for www.emilyallen.info
- Design monthly marketing materials for Snap Fitness-NW/Marana Tucson, AZ 2009-present
- Designed logo, packaging, and brand identity for LilyPad Boutique St. Cloud, MN 2007
- Designed logo for White Orchid Boutique Mpls, MN 2005
- Designed T-Shirts for Nelson Family Reunion in 2004, 2005, 2006 in Wazayta, MN

Freelance Illustrator and Designer for Hartmann Marketing from 2004 -2005

Job responsibilities included collecting variables from purchaser and creating styles of clothing to fit a target market. The process included selecting color swatches, creating images and graphics for clothing then presenting sketches and mock ups to purchaser. Later, the final product and display layout was presented to purchaser. Clothing and accessories were made for Cherokee and Mossimo brands distributed in Target stores.

Service Consultant and Quality Analyst for American Express 1999 -2002

Job responsibilities included quality analysis of brokerage accounts, mutual funds, Trusts and WRAP service accounts. Making wire transfers of money for accounts. Also, aiding financial advisors with full account transfers.

EDUCATION

BFA at College of Visual Arts in St. Paul, MN
Majored in Illustration May of 2006

Benchmark Learning Center Edina, MN
Acquiring an Adobe Web Specialist Certification - 2010

SOFTWARE KNOWLEDGE

Proficient in all software for both MAC and PC.

Adobe Acrobat

DreamWeaver

Fireworks

Flash

FrameMaker 7, 8 and 9 (Unstructured and Structured)

HTML, XML, CSS, PHP, Java, ActionScript and WordPress

Illustrator CS - CS4

InDesign CS - CS4

Microsoft Office (Word, Xcel, Powerpoint, and Visio)

Notepad++

Photoshop CS - CS4

QuarkXpress 6.5, 7 and 8