

**Amy Pearce Hamlet**

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**Summary:**

Dependable, creative graphic designer with extensive experience producing effective design solutions for print, web and presentations. Possess strong communications skills and attention to detail. Approach each project with enthusiasm and work to successfully achieve the design objective, within specified budget and time frame.

**Skills:**

Adobe Creative Suite – QuarkXPress – Microsoft Office – Prepress – HTML/CSS – PC/MAC  
Concept – Design – Illustration – Graphics – Branding

**Professional Experience****FREELANCE/CONTRACT DESIGNER 2003 – Present**

Effectively manage multiple design projects, communicate with clients, organize and maintain files, contact vendors to assure accurate completion of jobs, and keep up to date on software and technical issues.

*Design, layout and production of:*

- Print ads
- Newsletters, Annual reports
- Brochures, Direct mail
- Templates following branding guidelines
- Conference and tradeshow logos, catalogs, programs and signage
- PowerPoint presentation templates and graphics
- Web sites and banner ads
- Email marketing and newsletters
- Logos, user interface buttons and icons

*Clients include:*

- Steward Holy Family Hospital, Methuen, MA *Healthcare Provider*
- NEIWPC, Lowell, MA *Water Commission*
- A Little Easier Recovery, North Andover, MA *Cancer Patient Clothing*
- Nextdrift Technologies, Medfield, MA *Business Consulting and Software Developer*
- JETCC, Scarborough, ME *Environmental Training Committee*
- TR Productions, Charlestown, MA *Business Communications*
- ST Associates, Wakefield, MA *Printing and Fulfillment*
- Merchant Warehouse, Boston, MA *Online Credit Card Processing*

**SENIOR DESIGNER 1987 – 2003**

TR Productions, Boston, MA *Audio/Visual Business Communications Company*

Design and develop internal marketing materials. Collaborate with creative director on visual concepts to fulfill marketing objectives for financial, real estate, educational, military and retail clients. Design and produce print collateral, web sites, logos, information graphics, video graphics, presentations, interactive CDROMs and online demos. Oversee freelancers, maintain equipment and photo library.

**Education****Design Certificate**

*Massachusetts College of Art*

**B.F.A. cum Laude, Painting**

*Boston University, CFA*