

# Linda Rutenberg

lindagr\_2000@linxure.net

leftofcentergraphics.com /gallery.html

360.250.3106 PO Box 557, Buckley, WA 98321

*Digital design professional at your service*

## Career Objective

Provide digital design skills as a graphic designer and artist to an employer for the purposes of designing their products, and enhancing their communication and marketing to the public.

## Summary of Qualifications

- 3 Years Combined Education and Professional Experience with
  - » Graphic design for print and web, illustration
  - » Graphic design process from conception to completion
  - » Adobe Photoshop, Dreamweaver, Illustrator, InDesign, Flash, Microsoft Word, Excel, Premier Pro, After Effects
  - » Photo manipulation
  - » Photo retouching
  - » Color management
  - » Troubleshooting technical challenges
- 10+ years working directly with clients and cross functional teams
- PC and Mac Platforms Expertise

## Professional Experience

League of Women Voters Tacoma-Pierce 08/12 to Present

### **Web and Graphic Designer**

Freelance project. Creating website with approved League of Women Voters template.

31st Legislative District Democrats - 1/11 to Present

### **Web Designer**

Freelance project. Maintained existing website. Update content with relevant issues, update calendar of events and check for broken links to external web sites. Include map directions to events. Test across browsers. Redesign web site.

Lake Wilderness Arboretum Foundation - 1/08 to Present

### **Graphic Designer**

Design flyers for the Lake Wilderness Arboretum Foundation's plant sales. Make changes as needed and meet print deadlines.

Carleton Taylor Consulting, LLC - 8/11 to 01/13

### **Web Designer**

Freelance project. Designed web site for insurance representative. Hosted meetings to gather client's requirements, presented layouts, prototype and site map, and reported progress. Created six pages that included a contact form.

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Liza Brown, Portraits and Murals - 5/11 to 02/12  
Website: <http://lizaBrownArtist.com/>

## **Web Designer**

Freelance project. Designed web site for artist. Met with client in-person and by phone to document requirements for web site and report progress. Created Home Page, About Me, Testimonials and three art galleries showcasing the artist's work. Optimized images for web. Created site map, tested across browsers, troubleshot and resolved technical challenges.

West Rainier Economic Development Initiative (WREDI) - 9/10 to 11/12  
Website: <http://wredi.org/>

## **Web Designer**

Created website for non-profit organization. Met with WREDI board and board president in-person and by phone to document client's requirements, report progress and demonstrate a mockup of the web site. Designed several pages, based on the site map, that included information about the organization with a flash banner for the home page. Created calendar for events, tested across browsers, troubleshot and resolved technical challenges. Photo retouched and optimized images for web. Trained board president on maintaining the web site.

Lakewood Sister Cities International Festival - 6/10 to 8/10

## **Graphic Designer**

Created media package for annual international festival. Designed street banners, flyers, billboards, flags, bus and newspaper advertisements. Met with event manager and Lakewood Sister Cities organization to document requirements, present roughs, comps and final designs. Revised designs as needed and met deadlines. Illustrator used for design.

Boeing - 6/88 to 4/09

## **Systems and Data Analyst**

Merged several different human resource databases into PeopleSoft. Helped create a web based reporting system that tracked the number and type of reports used by human resources and related departments. Assisted in creating an interface between the human resource database and the hiring database. Collaborated with teams of developers, subject matter experts, and customers in documenting business requirements. Hosted meetings for brainstorming, requirements gathering, project planning, and reporting of bugs and fixes. Wrote and performed tests in database. Troubleshot bugs and reported test results to developers, managers and customer representatives. Wrote SQL statements and analyzed data. Used Microsoft Excel and Microsoft Word for test scripts, documenting requirements and analyzing data.

## **Education**

**Pierce College Fort Steilacoom**, Lakewood, WA  
AA Digital Design, graduated June 2011

**Western Washington University**, Bellingham, WA  
Art Major

**North Seattle Community College**, Seattle, WA  
AA Liberal Arts