

Linda B. Byrne

graphics web design & maintenance print production & management administrative & clerical assistance

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I am looking for a part-time position that would utilize any of my broad graphics, administrative, print and web management skills.

Qualifications

I have enjoyed working for and with people at all levels on a variety of projects, large and small, graphic oriented as well as administrative and clerical. I am creative, versatile and project oriented with a strong commitment to follow through. I have effective communication and problem solving skills and am detail, time/schedule and budget conscious. I hope that my experience and dedication to high quality custom work will be of interest when you are in need of part-time assistance.

While I have done the majority of my work out of my home studio, I have also done on-site work on both Mac and PC platforms. In this capacity I have experience performing office management and administrative duties and my qualifications include:

- Strong organizational and document management skills
- Proficiency with databases, MS Word, Excel, FileMaker, QuickBooks and Adobe Acrobat
- Ability to learn technologies and software easily
- Strong analytical and trouble shooting skills
- Detail oriented and able to work in a fast paced, deadline driven environment
- Ability to manage multiple priorities and deadlines, effectively prioritizing and multi-tasking
- Ability to work as part of a team

Experience

June 1990 - Present (freelance)

Design Alternative 90 Peabody Lane, Greenfield, Massachusetts 01301

Started a business doing design work in Seattle, Washington which I relocated to Greenfield in July of 2001. Design Alternative is a fully equipped design studio capable of handling any type of design need from ideation to final product. Projects range from logos, brochures, posters, ads, corporate identity, annual reports, menus, flyers, postcards, business forms, packaging and signage to four color catalogs, web design and web site management. I have Macintosh work stations and a PC with the most current graphic programs. I pride myself on being friendly, hardworking, creative and detail oriented. Many of my Seattle clients are still with me because of the quality of my work and the strong relationships I have developed over the years. To view a portfolio with some of my work you can go to www.desaltworks.com

May 2013 - Present (occasional)

Family Support Programs A division of Community Action Greenfield, Massachusetts 01301

Data-entry of parent and child participation as well as intake information for various playgroups.

September 2006 - March 2012 (part-time)

Montague Institute Montague, Massachusetts (until October 2008) Bristol, Tennessee (November 2008 - present)

I increased the productivity of professional staff in this small research, education, and consulting firm in the computer industry. I managed subscriptions to a web newsletter; updated an electronic knowledge base consisting of documents, people, invoices, and a sophisticated classification scheme. I edited and indexed the organization's customer and technical publications, maintained its web sites, and compiled monthly web statistics. In 2008 the company relocated to Tennessee but I still assisted in the maintenance of its web sites content and edited their monthly web newsletter until March of 2012.

2004 (part-time)

U.S. Census Bureau U.S. Government 2004 Housing Census for Western MA

I was given a list of addresses in my designated area that I had to go to and complete a survey for that housing unit and its occupants. For each address, I had to interview a household member and complete the assigned survey on a laptop. If no one was home I had to make up to six attempts to contact the resident. If there was still no one at home after six visits, I could then attempt to call the resident and complete the survey over the phone. I would then upload the completed surveys on a nightly basis.

March 1987 - June 1990

Printing Plus Mountlake Terrace, Washington

Art Director and graphic designer in a design and printing company. I used a Mac with Pagemaker, Freehand, Illustrator and Word software, to ideate, refine, and produce camera-ready artwork for in-house and outside printing. I was responsible for consulting with customers on their design needs, organizing and directing the completion of artwork and the scheduling for printing of all pieces that pass through the art department. My graphic experience at the print shop ranged from simple flyers and mailers to brochures, logos, business identities, newsletters, complex forms, packaging, maps and advertisements.

Education

Carnegie-Mellon University Pittsburgh, Pennsylvania BFA in Design