

Hellene London

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TECHNICAL SKILLS

Computer Illustration

Color Theory

Illustration

Logo Identity

Page Layout

Painting

Photo Retouching

Pre-Press File Preparation

Production

Project Planning

Scanning

Text/Photo Manipulation

Troubleshooting

Typography

Web Development Design

SOFTWARES

(PC & MAC)

Photoshop | Illustrator

QuarkXPress | InDesign

Bridge | FileMaker

Flight Check | Acrobat

AdSEND | Microsoft Office

Font Reserve | Suitcase

References and Portfolio
Available Upon Request

EMPLOYMENT HISTORY

Prepress/Production Manager, Grey Healthcare Advertising, NYC

2004–Present

- Review initial concepts and develop job specs with Production, ADs, AEs, and Project Managers
- Perform initial and final quality control reviews for accurate file construction
- Developed studio handbook outlining operating procedures to ensure a higher level of quality control
- Provide teams with practical input with respect to schedules and printers' capabilities
- Review book-ups before leaving studio and identify potential production complications
- Liaison with print vendors and clients' production teams
- Approve final disk releases and address pre-press or production concerns to staff
- Review both internal and external proofs, be present on press checks when necessary
- Chosen to create brand logo for new department at Grey

Senior Graphic Designer, Gordon Brothers, Boston, MA

2000–2004

- Designed and produced advertising, such as direct mailers, posters, print ads, banners and store signage, for a fast-paced retail liquidation company
- Re-designed Web graphic elements for Deals Near You website
- Assisted Art Director of TV production for liquidation/retail commercials
- Coordinated and designed brochure and advertising collateral for annual high-profile charity event
- Educated other designers regarding pre-press issues

Graphic Designer, ClearChannel/Don Law Company, Cambridge, MA

1999–2000

- Designed and produced weekly ads for music and entertainment industry in a high-energy, deadline-driven environment
- Implemented a more structured method of outsourcing files to newspapers
- Liaised with vendors on print jobs

Graphic Designer, Next Generation Advertising, Waltham, MA

1997–1999

- Designed and produced weekly pitch ads, collateral work, and direct-mail pieces
- Created and implemented production systems for company handbook
- Responsible for training new production artists
- Collaborated with vendors for printed pieces
- Assisted Art Directors with new business developments
- Worked with Production Supervisor to insure department quality control
- Performed pre-press file preparations

FREELANCE (HaL DESIGN)

James Blake, Pro Tennis Player: Logo identity and branding for upcoming website and tennis club

Blackstone Williams Properties: Marketing collateral: logo identity, letterhead, and business cards

Harvard University: Marketing collateral for the Office of the Provost

The Onion: Art design for an *Onion*-branded tote bag

Travel Linguist: Multi-language DVD learning-series packaging

Wieden + Kennedy: Pre-press file prep: color separations and quality control

Carolyn Fok, Artist: Book jacket design of four books of an artist retrospect

Carl Fischer: 10-CD series packaging design, logo for Trade Winds Orchestra, book design

Boston's Children's Hospital: Logos and T-shirt design

Women's Health Resource: Logo identity for Web and print

Newis Real Estate: Marketing collateral: logo identity, letterhead, and business cards

Harborside Inn: Illustrations and graphics for brochure, letterhead, direct-mail, and flyers

CMG Architects: Portfolio book re-design

Bands and Entertainment: Design of CDs, posters, flyers, web elements, ads, stickers, and apparel

Corporate Sucker Films: Title logo for feature film *Above and Below*

Misquid Productions: 4-color, 24" x 36" film poster for *A Journey*

EDUCATION

Bachelor of Arts degree, University of Vermont, 1996

Major: Art - Concentration in Graphic Design Minor: Spanish

ART EXHIBITS

Vermont Art Hop, group show, 1999

Vermont Hollow Arts Center, VT, selected by jury, 1997