



PAULA RESTREPO

A motivated team player and natural leader, I pride myself on examining all sides of an issue and adapting accordingly through creative problem solving. I am highly organized and thrive on preparedness.

COMPUTER SKILLS

Platforms

- Macintosh
- PC

Applications

- InDesign
- Adobe Photoshop
- QuarkXPress
- Adobe Illustrator
- Aldus Freehand
- MS Office - Word, Excel, PowerPoint

PROFESSIONAL & VOLUNTEER ORGANIZATIONS

- Heartland Latino Leadership Conference - Board Member
- Latina Women's Conference - Committee Member
- AIGA, Nebraska Chapter - Member

LANGUAGE

- Spanish
- English

RELATED COURSEWORK

Seminars

- Photoshop/Aldus PagerMaker
- The Fuction of Design
- Visual Image
- End of Millennium Balance
- Corel Draw

INTERNSHIP

Rainbow Press, Inc.
 Summer, 2000 Omaha, Nebraska

DESIGN diverse graphic design pieces including brochures, fliers, and calendars.

PROFESSIONAL EXPERIENCE

Production Manager

2007-Present

ABM Enterprises LLC & Pioneer Publishing
 Omaha, Nebraska

CONVERT operating systems from OS9 to OS X, including the switch of the main publishing tool QuarkXPress to InDesign.
DESIGN and layout for multiple publications.
DEVELOP templates and standard style sheets for consistency in layouts.
COORDINATE ad production and work in a timely and efficient manner to meet simultaneous deadlines.
DEVELOP new procedures between sales, production and editorial to increase productivity and decrease errors and labor.
DEVELOP yearly planning and reinforce deadlines for production, sales and editorial.
MANAGE a team of graphic designers.

General Manager

2006-2007

ABM Enterprises LLC
 Omaha, Nebraska

MANAGE the company's general operations.
DEVELOP community relations.
MAINTAIN story assignment sheet for all publications.
PREPARE budgets for all publications.
MANAGE freelance writers, translators and photographers.
OVERSEE payroll with administrative assistant.
WORK with editorial and sales team to maintain constant inter-department workflow.
MANAGE graphic designer and office assistants.

Graphic Designer

2002-2006

ABM Enterprises LLC
 Omaha, Nebraska

DEVELOP marketing material for all publications.
TRANSLATE and edit.
DESIGN new ads to client specifications and make any changes needed for all publications.
PREPARE pages for printing.
TURN finished pages into PDF format and send to printer via FTP site.
MAINTAIN, update and back-up client files.
CREATE and maintain file system for production department.
INTERVIEW and hire graphic designers.

Packaging Designer/Freelance

1998-1999

Esmaflex
 Colombia, South America

DEVELOP effective packaging to promote brand integrity and product positioning in the marketplace.
UNDERSTAND production and printing processes.

EDUCATION

AAS Graphic Communications Arts

Winter, 2000

Metropolitan Community College
 Omaha, Nebraska

International Professional Development Program Intensive Language Program - English as a Second Language

Winter, 2000

University Of Nebraska at Omaha
 Omaha, Nebraska

Bachelor of Arts, Graphic Design

Spring, 1998

Universidad Pontificia Bolivariana
 Colombia, South America

REFERENCES

References and Portfolio are available on request.