

BethHart

Graphic Designer | Web Designer

www.mehart.com

EMPLOYMENT

Nicolock (March 2008–Present) **Lindenhurst, New York**

Web Graphic Designer/Marketing

Web: My responsibilities include updating all portions of the Nicolock site (www.nicolock.com), adding sections and redesigning individual pages. Half of this site uses a CMS. I am also responsible for making updates to the other Nicolock company sites and more recently designed and built this site, www.statematerial.com.

Other responsibilities include: Writing, designing and sending email marketing pieces. Setting up landing pages and tracking results. Setting up online conference registration from start to finish. Writing radio scripts and ad text. Customer support, communicating with radio, tv, and print companies. Planning, and implementing photo shoots.

Freelance Web Design (Sept. 2007–March '08) **Amityville, New York**

To view web samples, visit:

www.mehart.com/websites.html

Catholics United for the Faith (1996–2007) **Steubenville, Ohio**

Art Director/Graphic Designer

Web: Design and build conference website.

Emmaus Road Publishing: Book design from concept to print. Includes layout and design of the cover and inside pages, working with authors, making any editorial changes to the text, and communicating with printers.

Lay Witness magazine: Work includes designing the cover and all inside text pages, collecting/purchasing/creating images, photography, some editing, and collecting ads from advertisers.

Other responsibilities: layout and design of ads, package design, photography, yearly calendar, and catalog.

Franciscan University of Steubenville (1995–'96)

Layout/Design Coordinator for Distance Education. Package design for correspondence courses. Ad design: concept, copy, layout, visuals. Contacting various newspapers and magazines to place ads. Designing brochures, inserts, flyers. Planning of TV commercial. Attending conferences to represent Distance Education. Computer editing of courses. Digital taping experience of courses.

The Coming Home Network (1994–'96) / Steubenville, Ohio

Logo design. Newsletter: layout, soliciting articles, choosing and editing articles. Retreat logistical work.

Light and Life Foundation (1994–'95) / Steubenville, Ohio

In-house publications for mass mailings. Newsletter.

Pragma Corporation (1991–'93) / Falls Church, Virginia

International Development Consulting Firm. Designed a software package of flags and maps of the world (package design as well as drawing the individual flags and maps), proposal covers, posters, logos, letterheads, business cards, brochures, charts, and graphs.

World Bank (1992) / Arlington, Virginia

Freelance. Cut and paste work with flow charts.

Marymount University (1989–'91) / Arlington, Virginia

Desk Receptionist.

EDUCATION

Marymount University, Arlington, VA (1989–'93)

BA Graphic Design (Cum laude)

Franciscan University, Steubenville, Oh. (2004)

AA Theology

Jefferson Community College, Steubenville, Oh. (2007)

Web Design course

Continuing Education

Lynda.com and Noble Desktop (2008–present).

Email marketing class 2008.

COMPUTER EXPERIENCE

Dreamweaver, Illustrator, InDesign, Photoshop, Fireworks, Quark, Acrobat, Excel, and Flash.

VOLUNTEER WORK

- Young Adult Group Coordinator (2005–'07)
- Foster Care Worker (respite care provider) (2000–'03)
- Teen and Junior High Youth Ministry (1994–'98)
- Young Life Volunteer (1994–'95)

References Upon Request

Online portfolio: www.mehart.com

Beth Hart | Call: 631.848.2975 | Email: Mbeth217@yahoo.com

Amityville, NY 11701