

PAUL D. KNOLL

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www.geocities.com/cinaphile/index.html

PROFILE

I am a graphic designer who is creative, dependable and highly organized with a strong sense of design and type. Experienced in all types of high quality print ads, branding, promotional and marketing material. Able to work efficiently from inception to completion under tight deadlines. Solution oriented team player with respect for all coworkers. Excellent with Macintosh Computer Systems and related software.

CAREER EXPERIENCE

Metro Times, Detroit, Michigan - June 1998 to Present

Responsibilities include:

- Weekly layout and design of the Classified and Editorial sections of the Metro Times
- Weekly updating of the Metro Times website
- Scanning all artwork for use in the layout of the newspaper and website.
- Creating special artwork for stories, advertising, or web design.
- Working with the promotions manager and the sales representatives, to assess the client's advertising needs and then develop the proper print/web advertising
- Designing in-house materials such as posters, T-shirts, postcards, & flyers
- Designing special promotional web pages for Metro Times events
- Learning new programs such as Adforce and Classforce to aid in the layout of the newspaper
- Aiding the printer with periodic press checks to verify proper printing and color correction
- Creating PDFs of the final pages that will be sent to the printer
- Retrieving and processing incoming e-mail from clients
- Collecting and e-mailing of ads for clients to proof
- Training of employees on the use of the newspaper layout software

SOFTWARE KNOWLEDGE

- QuarkXpress
- Illustrator
- Photoshop
- InDesign
- Acrobat
- Dreamweaver
- Flash

EDUCATION

Bachelor's Degree in Public Relations

Graduation: June 1992

Wayne State University, Detroit, Michigan

Associate of Arts Degree

Graduation: December 1989

Macomb Community College, Warren, Michigan

REFERENCES

Max Castillo
Production/Studio Artist
Campbell-Ewald
24700 Northwestern Hwy.
Southfield, MI
586.753.8186

Justin Rose
Graphic Designer
Palace Sports & Entertainment
5 Championship Drive
Auburn Hills, MI 48326
248.377.0100

Courtney Wilcox
Graphic Designer
Meteor Detroit
1099 Chicago Road
Troy, MI 48083
248.583.3090