

CASEY HALLAS

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EXPERIENCE

Prepress Supervisor / Interactive Marketing Designer, Winter 2003 - Present

GoldenROM, Inc. - Canonsburg, PA

- Prepress & Layout for CD-ROM & DVD Packaging using Illustrator, Quark, and Photoshop.
- Printing on HP Indigo Digital Offset press and laser printers.
- Prepress, CMYK and Pantone film setup for outsourcing print.
- Variable data setup for HP Indigo Digital Offset Press using Yours Truly and Illustrator.
- Designing corporate newsletter & CD-ROM using Flash MX and Adobe GoLive.
- Designing print advertisements and marketing PDF's using InDesign and Quark Express.
- Designing CD-ROM and DVD packaging for clients.

Administrative Assistant, Spring 2002 - Fall 2003 (part-time)

Ladies Hospital Aid Society - Pittsburgh, PA

- Creation and Maintenance of Budget and Mailing database in Microsoft Access.
- Designing flyers and posters in Microsoft Word & Publisher.
- Designing and preparing mailings.
- Copying and printing documents.
- Delivering materials for outsourcing print.

Freelance PowerPoint Specialist, Winter 2002 - Fall 2003

Refining Process Services - Pittsburgh, PA

- Creating the look and feel for Powerpoint Seminars on oil refining.
- Integrating Word Documents, Excel Spreadsheets, and Graphs into PowerPoint.
- Creating printable "book" versions of PowerPoint Seminars.
- Digital photography, scanning and photo-retouching.

Freelance Graphic Designer, Winter 1999 - Winter 2003

Officeteam - Pittsburgh, PA

Digital People - Chicago, IL

- Web Design, Graphics and Administrative Support through placement companies.
- Designing Presentations in PowerPoint.
- Page layout in Quark Express.
- Customer Service and Data Entry using Microsoft Office.
- Answering phones and filing documents.
- Illustration and document design.
- CD Archiving.

Student Multimedia Assistant, Summer 1995 - Summer 1998

Grinnell College Audio-Visual Center - Grinnell, IA

- Teaching students and staff analog and digital video production.
- Aided in management of school film collection and AV equipment.
- Setup of Audio-Visual classrooms for education and special presentations.

SOFTWARE (Mac OS & Windows)

Illustrator 10 and CS

Flash MX

InDesign CS

Quark XPress 6

Photoshop CS

Adobe GoLive 6.0

Cool Edit Pro

Adobe Premiere

Microsoft Office

EDUCATION

BA in Art, Concentration in Art History, December 1998

Grinnell College - Grinnell, IA