

MARGIE-KAY SEJBL

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<http://mksejbl.com/>

SUMMARY OF QUALIFICATIONS

- Proficient in most of the widely used publishing software (Windows and Mac) including:
 - Quark X-Press
 - Adobe Streamline
 - Microsoft Word
 - Cumulus database
 - Five years writing and illustrating monthly children's page
 - Five years of secretarial experience including teaching software and secretarial skills
- Adobe InDesign
- Adobe Acrobat
- Microsoft Excel
- Macromedia Flash

- Adobe Illustrator
- Adobe Dimension
- Microsoft PowerPoint
- Macromedia Dreamweaver

- Adobe PhotoShop
- Adobe PageMaker

JOB HISTORY

8/1998 to Present – Aquent, Chicago, IL; 773/380-9119

11/2004 to Present – Digital People, Arlington Heights, IL; 847/392-4155

02/2007 to Present – The Creative Group, Chicago, IL; 312.819.0700

- **ACCO** – Catalog production using Quark and PhotoShop
- **ETA/Cuisenaire** – Catalog design and production for their Reading/Language Arts products featuring preschool and elementary text books, educational toys and manipulatives.
- **Giftco** – Catalog production using InDesign
- **IPC** – Revised technical manuals and posters; designed cover and feature story for magazine; created brochures and websites in English, Danish and Swedish
- **American Color** – Produced newspaper and pullout print advertising for Jewel/Osco
- **Anthology** – Catalog production using InDesign and Quark
- **Cahners International** – Feature layout and cover design of Semiconductors, International.
- **CCH Incorporated** – Designed and produced books on OSHA and HAZMAT regulations. Books included extremely technical text, multiple formulas and graphics and hundreds of charts.
- **Cole Parmer** – Catalog production and design for laboratory equipment and supplies
- **Dearborn Trade Publishing** – Text book production work, design & corrections; converting print graphics to web graphics for on-line learning programs
- **DoALL Company** – Catalog, sales flyer and brochure design and layout.
- **ENA/Emergency Nurses Association** – Formatted 250+ statistical tables and designed simple booklets
- **John Crane** – Created and updated brochures, specification sheets and presentations. Created presentations using PowerPoint. Prepared literature for internet using Adobe Acrobat.
- **LTD Commodities** – Catalog design and production for houseware and gift item distributor.
- **Medical Economics** – Layout and design of four dental products magazines. Installed and setup Cumulus database. Established a new electronic filing system to facilitate faster page layout and enhance communication between the Art and Editorial departments.
- **Quill** – Cover and direct mail design.
- **Scott Foresman** – Secretarial support for inventory control. Created and maintained documents using Microsoft Windows and Excel. Accessed and edited information on mainframe.
- **Topco** – Installed and sorted graphic assets into the Cumulus database.
- **Walgreens** – Created large format presentations for seminars; marketing guides; point-of-purchase signs; and monthly newsletters. Performed photo retouching and color corrections.
- **WW Grainger** – Catalog production for Puerto Rico (English) and Mexico (Spanish) catalogs for janitorial supplies and tool distributor using an Oracle data base and Pindar interface.

JOB HISTORY (CONTINUED)

1995 to Present – Freelance and On-Going Projects

- **Bowen Park Theater and Opera Guild** – designed invitations, response cards and programs for their annual ball
- **Bristol Renaissance Faire** – Ten years working summers as a ticket wench (one who sells tickets).
I also provide various forms and poster needed by the Faire’s box office
- **Chuck Larkin** – Design and maintenance of a website for storyteller and songwriter
- **Far Eastern Arts** – Brochures, flyers, postcards and stationary for a martial arts studio
- **Geedees, Ltd.** – Design and maintenance of a website for a custom embroidery studio
- **Global Solutions** – Design and maintenance of a website, brochures, postcards and stationary, etc. for a private investigator, security officer and martial arts trainer
- **Global Tales** – Design and maintenance of a promotional for a family of storytellers which includes an small on-line store featuring their tapes and CDs
- **GraphicExtensions** – Production work inserting Spanish translations into graphs and maps for Spanish language textbooks
- **Lajadjie Sebela** – <http://www.1storyteller.com/> – Design and maintenance of a website for an internationally-known storyteller
- **LogicTools** – Design of a brochure for their annual Supply Line Seminar
- **Purring Banshee Studio** – Design and maintenance of a website and on-line store for an artist specializing wheel-thrown pottery and sculpture
- **United States Taiho Jutsu Federation** – Design and maintenance of the official web site of a national martial arts organization. I also designed their logo, brochures and t-shirts.

7/91 to 8/98 – Woodalls Publications, Lake Forest, IL 60045; 847/362-6700

- **Graphic Artist** – Responsible for page layout and design; copy editing for eight monthly camping and recreation guides; Ad design and copy writing for self-promotional ads; cover design; brochure design; layout and design of several annual and semi-annual publications. Created “Woody’s Camping Club,” a child’s guide to camping and RVing. Produced “Gadgets, Gizmos & Gear,” a monthly feature describing new products.

9/88 to 7/91 – Kelly Services, Vernon Hills, IL; 847/367-1144

- Various Positions. Wordprocessor, secretary and payroll clerk.

9/87 to 9/88 – SER/Jobs for Progress, Waukegan, IL; 847/336-1004

- Instructor in office skills and typing.

Prior to 1987 – Various Laboratory Positions

- Clinical and industrial laboratory positions including pilot plant technician; quality control chemist, hematology and biochemistry technician.

EDUCATION

2005 – College of Lake County, Grayslake, IL: One semester Introduction to Flash. Included vector graphics and animation

October 2001 – The Clearing, Ellison Bay, Wisconsin: Five-day seminar titled Drawing In Nature. Included work with pencil, charcoal, watercolor and ink.

May 2001 – Design Graphics, USA, Peotone, IL: Three-day seminar in Design Concepts: Included page layout, covers, brochures and books

June 1987 – Graduate Record Exam Scored in top three percent on verbal section

October 1987 – Shimer College, Waukegan, IL, Bachelor of Sciences in Natural Science, with Honors

1984-1987 – Shimer College, Waukegan, IL, – Received full scholarship for writing skills and achieved Honors on both required Comprehensive Exams.

June 1969 – Graduated from Bremen High School, with Honors