**Joseph Baldwin**

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**Objective:** Position of a desktop publisher with a major graphic design firm or advertising agency.

**Experience Summary:**

* Handled a lot of creative tasks for different types of marketing projects
* Adept at using a variety of software required in desktop publishing activities
* Introduced work process that simplified work and enhanced work output

**Professional Experience:**

**Desktop Publisher, July 20XX to Present**

ABC Graphics Design Services,

* Produced brochures, personnel forms and policy pages using WordPerfect 5.1, QuarkExpress, CorelDraw, PageMaker and
* Handled designing work for various client brochures. Co-ordinated with sales representatives and printers on specifications and deadlines for color brochures
* Carried out designing and formatting using WordPerfect

**Technical Illustrator, July 20XX to August 20XX**

Ocean Shipping Inc, Illinois

* Prepared complex diagrams and carts for proposals.
* Handled the designing and formatting tasks for employee newsletters.
* Designed Employee of the Year poster and promotional event invitations.
* Set down department standards for artwork

**Education**

20XX - 20XX James College, Illinois

* Completed a Bachelor's Degree in Literature
* Completed a Master's Degree in Literature

**Computer Skills:**

Proficient in the use of the following computer languages:

* QuarkXpress
* Frame Maker
* Adobe illustrator
* Adobe Photoshop
* Macintosh
* PageMaker
* MS Word

**References**

Furnished upon request.