

QUALIFICATIONS

Graphic Designer: Highly motivated graphic designer with multiple years of print experience. Easy to work with. Open to ideas and excited to share thoughts. Works well under pressure. Good communication skills. Able to provide the following services with current industry tools including InDesign, Photoshop, Illustrator, Premiere Pro, Quark Xpress, Microsoft Word and PowerPoint, HTML, and CSS on both PC and Mac platforms: brochures, product sheets, banners, stationery, reports, posters, and advertisements for both print and web.

See samples: <http://www.kolbergdesigns.com>

Proposal Coordinator: Enthusiastic team member driven to maintaining schedules, producing professionally prepared/attractive products, and ensuring submission compliance.

PROFESSIONAL EXPERIENCE

Corman Construction, Inc. - July 2014 – December 2016

Proposal Coordinator/Marketing

- Worked with DBIAs, engineers, and estimators to produce Statements of Qualifications and Technical Proposals for large transportation construction projects in a deadline driven environment
- Designed covers and formatted content for proposals
- Updated resumes and project summaries
- Compiled submissions for various industry association awards
- Conceptualized and produced posters, ads, and various promotional materials
- Collaborated with Project Managers/Engineers to develop reports for ongoing projects

Publication: “Reconstruction of Berth 4 of the Dundalk Marine Terminal,” by Susan Kolberg, *Pile Driver Magazine*, Q2, 2016, Volume 13, No. 2

Gannett Fleming, Inc. - September 2011 – July 2014

Proposal/Marketing Assistant

- Worked with staff to produce proposals
- Designed covers and graphics for proposal submissions
- Produced posters and ads for industry events and media
- Created PowerPoint presentations
- Searched websites for RFPs and procurement solicitations
- Entered information into CRM database

a2z, Inc. - January 2011 – September 2011

Web Design Intern

- Customized website interfaces using HTML and CSS, Photoshop, and Illustrator to match client websites
- Designed iPhone app graphics
- Created demo videos using Camtasia and Premiere Pro
- Developed promotional print material using InDesign, Photoshop, and Illustrator

MidAtlantic Fly Fishing Guide - December 2008 – October 2016 (Freelance)

Creative Director

- Redesigned and laid out a 44 page magazine
- Performed monthly updates of content including text, artwork, and advertisements
- Proofread and made editorial changes
- Checked press proofs

Gemstone Publishing - April 2004 – March 2009

Production Manager/Assistant Editor, Disney Comic Books

- Oversaw production of four monthly comic books
- Coordinated with freelance writers, colorists, and letterers
- Compiled art and lettering in Photoshop
- Assembled stories, advertisements, and publication elements in Quark Xpress
- Colored and lettered stories
- Conceptualized, wrote, and developed artwork for all advertisements and promotional material for the books
- Fashioned and assembled graphic novels
- Attended conventions and assisted authors with book signings

Custom Direct, LLC - May 1999 - April 2004

Graphic Designer

- Created artwork for check designs
- Set-up and tested printing plates for custom check orders
- Compiled Matchprint proofs
- Designed advertisements for national distribution
- Laid out brochures and promotional materials

Johns Hopkins University School of Medicine - May 1997 - May 1999

Graphic Designer

- Set-up stationery
- Designed various promotional materials for various departments within the University
- Created brochures, posters, and flyers for the Office of Continuing Medical Education

EDUCATION

Maryland Institute College of Art, Certificate in Graphic and Digital Design
American Career Institute, Certificate in Digital Multimedia