

GLORIA WALKO

GRAPHIC
DESIGN

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Effective graphic design conveys a message through the use of typography, imagery, and color. Combined with my years of varied experience and my dedicated work ethic, I am well-equipped to help – whether it be a web banner or a survey report. I can even tackle the arduous tasks – like file backups for workflow continuity. Let's discuss the benefits I will bring to your team.

'16

Mercer, New York, NY and Hoboken, NJ

Project / Production Manager, 01/15 – 10/16
Design and Operations Leader, 01/13 – 01/15
Design Team Leader, 06/05 – 01/13
Graphic Designer, 11/98 – 06/05

As the project and production manager on the Design and Creative Team, acted as an intermediary between the design team and the client to shepherd the project to completion. Coordinated print projects with external vendors. Corroborated invoices for payment.

As design and operations leader, provided workflow and technology support to the Global Marketing Communications department, alongside my design team leader and designer responsibilities. Assigned client projects to the design team and ensured projects followed workflow processes.

Promoted to design team leader. In addition to my designer responsibilities, mentored, trained, and oversaw the work of two direct reports.

'98

Started as a graphic designer in the US marketing team. Worked within corporate identity standards to produce brochures, newsletters and other marketing materials. Prepared projects for pre-press, and reviewed bluelines. Peer reviewed projects. Managed freelance temps.

'98

Deutsch Design, Inc., New York, NY

Graphic Designer, 10/96 – 08/98
Designed annual reports for non-profit organizations, advertising sections for national magazines, and various other promotional projects in this graphic design studio. Prepared projects for pre-press.

'96

K-III Directory Corporation, Hightstown, NJ

Graphic Designer, 05/95 – 10/96
Designed trade show programs, promotional pieces, ads, and various other projects for this publisher's in-house art department. Made sure equipment and software were kept up-to-date with the latest upgrades and technology.

'95

Designs Ink, Matawan, NJ

Freelance Design Assistant, 08/93 – 05/95
Designed newsletters, brochures, and other promotional pieces geared primarily for the medical industry in this graphic design studio. Assisted senior designers in preparing projects for pre-press. Began as an intern.



Freelance

Clients included Designs Ink, PRIMEDIA Information Inc., The National Multiple Sclerosis Society, Major Printing Company, Swiss Emporium DJs, and LSG Publications.



Jersey City State College, Jersey City, NJ

Graduated *cum laude* in 1994 with a BFA degree in Commercial Design.



Able to juggle multiple project deadlines. Detail-oriented. Demonstrate excellent organizational and time management skills.



Proficient in layout design and graphics creation using the Adobe Creative Cloud (2015): InDesign, Photoshop, Illustrator, and Acrobat. Basic video production using Premiere Pro and Audition. Basic video shooting skills using handheld camera and a light kit. Basic HTML coding and website design using Dreamweaver and Microsoft Frontpage. Basic knowledge of Microsoft PowerPoint and Word. Comfortable on Mac and PC platforms.



Business card design was featured in *Print's 1996 Regional Design Annual*, and *Print's Best Letterheads & Business Cards 5*.

Brochure design won a 2003 Graphic Arts Association: Neographics Franklin Award for Excellence, and a Long Island Advertising Club: Best on Long Island (BOLI) 2004 award.