

# Denise Ann Gilbert

[www.monarchgraphicdesigner.com](http://www.monarchgraphicdesigner.com)

## GRAPHIC DESIGNER ABILITY / KNOWLEDGE

Graphic Design – Website Design - Pagination- Email Marketing Design – Printing – Publishing & Publishing Design

AS DESIGNER *Extensive knowledge & proficiency using a variety of design & desktop publishing software • Strong visual abilities to layout assets in creative and attractive manner • Ability to work alone & with a group at a quick pace and under stress • Detail oriented, Visually design consistency • Strong sense of typography and page layout • Ability to learn new processes quickly • Camera, knowledge, use & manipulation • Trained in different fields of art • Ability to work on many projects simultaneously • Work from home 10 plus years.*

## EXTENDED KNOWLEDGE & ABILITIES

- Textile Design - Color Separation System – Sign & Banner Design - Newspaper Ads- Yellow Page Directory Ads - Magazine Ads- Book & CD Cover Design – Newsletters - Flyers - Brochures - Postcards - Business Cards - Logos & Branding

## COMPANIES EXPERIENCES WITH

- Inside Sales with Flooring Contractor's Company
- Office Manager of Flooring Contractor's Company
- Worked at a Promotional Products Distributor
- Receptionist at Chamber of Commerce
- Advertisement Graphic Design at Coldwell Bankers Real Estate Company
- Hostess Volunteer position with Art League
- Business Owner
- Newspaper Company
- Yellow page Telephone Directory
- Insurance Agency as Graphic Designer and Administrative Assistant

## WORK HABITS

- Self-starter, disciplined, able to work independently
- Detail oriented, strong sense of urgency and commitment to excellence
- Has the ability to multitask well
- Ability to prioritize and organize work
- Predict the needs of the executives, and take direction without much follow up.
- Able to collaborate with other departments and key stakeholders within the organization to accomplish tasks quickly and efficiently
- Team-focused

**COMPUTER SKILLS , KNOWLEDGE , ABILITIES**

- Computer literate  
Previous clerical or data entry experience
- Ability to trouble-shoot and fix minor computer problems independently
- Excellent computer skills, including Microsoft Office Suite  
Excellent Internet Search capabilities
- Locate and interpret complex information from databases
- Computer skills: Able to work a multitude of programs and products as well as operating systems
- Ability to read and write HTML Code
- Good typing, data entry and spelling skills

**CUSTOMER SERVICE**

- Possesses excellent customer service skills
- Comfortable with using phone to support and communicate with customers and operations effectively in lieu of face-to-face contact
- Handle multiple tasks (ie., talking with customers while accessing information in a computer)
- Communicate information considered unsatisfactory by customers in a tactful manner, and offer options to overcome objections
- Maintain a courteous and pleasant demeanor while speaking with external and internal customers

**EMPLOYMENT HISTORY**

*Jan 2008 - Present ..... Owner - Monarch Graphic Design - Spring, TX.*

**[ FREELANCE GRAPHIC DESIGNER, WEB DESIGNER, AND WEBMASTER ]**

Home based business using PC operating system creating websites & graphic designs . Meet with clients in person, assess the graphic design need, gather information by meeting, research as needed, provide client with design(s) proofs, change design according to client specs. Strategy of design campaign, for a client:

*Identify targeting audience to develop corporate communication strategies to promote client in ways of custom designed advertisements, logos, postcards, brochures, newsletters , email marketing materials, signage designs, websites , on time and press ready.*

20+ years experience, learn quickly work within multiple software programs, such as those in Adobe Creative Suite, Photoshop CS, Illustrator Quark Design, Microsoft Suite. Able to write HTML code and other programming languages to design websites, email campaigns and website animation. Learn new skills as projects mandate. Ability adapt and learn other coding system i.e. Wordpress.

March 2006 – October 2016.... - Deerfield Advisors  
| 281.550-5864 | 16225 Park Ten Place Suite 500, Houston Texas 77084

Manager William Jay Odom

**[GRAPHIC DESIGNER, WEB DESIGNER, WEBMASTER, AMINISTRATIVE ASSISTANT ]**

Create pages, layout, and graphics for website main website containing 25 pages, played the key role in the development of Deerfield Insurance website look and feel and the marketability of website, helping client capture his vision and ideas and project them out to the internet. As well as all designing and develop the navigation tools of a site and animation graphics. Also create graphic design pieces such as letterhead, company flyers, email advertisement and in house forms and stationary, new website adjustments to pages and content as needed.

Mar 2013 .... The Shepherds Guide Yellow pages Christian Directory for Greater Houston  
· The Greather East Texas Shepherd's Guide Directory  
| 903.852-3338 | P.O. Box 680 · Ben Wheeler, Texas 75754  
*Mark & Annetta Carter - Publisher & Owners*

**[ FREELANCE GRAPHIC DESIGNER ]**

Primary design work involved creation, designing, finish of camera ready advertisement for office sales staff to sell to consumers posting wares in directory subscription space to be printed, viewed and distributed in the Greater Houston area and outlying areas of Houston, Texas. Working within multiple software programs such as Photoshop , Illustrator, Quark, and Microsoft Office Suite on a PC operating system. Work completely unaided and within tight guideline producing ads that were printed one color, black on yellow, up to full four color. Ads designed for a vast variety of business types. Working primarily from home office and communication by phone, fax, email to main office. Produce custom designed marketing media for in-house marketing use.

Jan 2006 - October 2011 The Shepherd's Guide - Greater Houston  
| 713.682-1600 | 10333 NW Freeway Ste 106, Hou. TX Sharon Sargeant - Previous Publisher & Owner - 2011

**[ FREELANCE GRAPHIC DESIGNER ]**

Primary design work involves creation, designing , finish of camera ready advertisement for office sales staff to sell to consumers posting wares in directory subscription space to be printed, viewed and distributed in the Greater Houston area and outlying areas of Houston, Texas. Plan, analyze, and create communication visually what directory advertisers are trying to convey. Pagination of yellow page directories for Greater Houston area and outlying counties. Working within multiple software programs such as Photoshop , Illustrator, Quark, and Microsoft Office Suite on a PC operating system. Work completely unaided and within tight guideline producing ads that were printed one color, black on yellow, up to full four color. Advertisement production equaled 150 to 200 advertisements per each directory, two or three directories produced in one years. Ads designed for a vast variety of business types. Setup and pagination of directory in Quark Software also including delivery of directory to printer via hard disk & FTP. Publishing of directory could not happen until I setup 100 to 150--page directory which entailed placement of ads, headers, footer, table of content, publisher letter, Front and back , inside and inside back covers . Work closely with publisher to insure that directory is complete, 100% correct, designed perfectly and delivered to printer on time. Worked primarily from home office and communication by phone, fax, email . Created email-marketing material for promotion of The

Shepherds Guide. Marketing campaigns setup using Photoshop , email editing programs used to create html coding. Produce custom designed marketing media for promotion of The Shepherds Guide services, prices & products. Did other project for many different ministries in the greater Houston area, when requested by publisher. Reason for leaving - Company closed office in Houston as of November 2011 - Services no longer needed.

*Sept 19, 2005 - Dec 5 2005 Anchor Staffing - Temp Job Placement Agency /Tammie Jeffers*  
*Position -Coldwell Banker United Realtors 9750 W. Sam Houston Pkwy N. Ste190 Houston, Texas*

**[ Marketing Coordinator, Graphic Designer ]**

Setup of real estate advertisements published in The Houston Chronicle Sunday Home For Sale Section. This position requires communication by phone and via email with 31 Coldwell office administrators regarding real estate listings for the current or future weekly realty advertisement published in The Houston Chronicle home section. Ad running size depends on number of listings but average size equal Skotch to full page per week. Required communication by phone and via email with The Houston Chronicle on a daily basis. Setup and collection of information for Coldwell's Million-Dollar Month Advertisement. Full-page advertisement highlighting all Coldwell Banker's real estate agents that reached and maintained one million dollars in sales for 3 months. Sunday Showcase Section Advertorials Collection, of information and photos from office administrators to be sent to Houston Chronicle for publishing as Color Front, Sunday Showcase, New Construction, in and on the cover of the Home Section of The Houston Chronicle.

*Aug 29, '05 - Sept 16, '05 Anchor Staffing - Temp Job Placement Agency /Tammie Jeffers*  
*Placement - Houston NW Chamber of Commerce 14511 Falling Creek Ste 205 Houston, Texas*

**[Administrative Assistant, Receptionist, Graphic Designer]**

Receptionist, general office duties-filing, answering phone, assistant to staff, media package production, some graphic design. Nov 14, '01 - Feb 7, '05 - Employment HCN - Houston Community Newspaper Production of Memorial Sun & Katy Sun - 1814 Sam Houston Pkwy N. Hou., TX Robin McClure - Supervisor Graphic Designer, Art Director . Design and layout of retail - classified ads for two weekly published community papers. Four years using desktop publishing hardware and software (Quark, Acrobat, Photoshop, Adobe Image Ready) to create high quality retail, classified ads, automobile advertisements, special sections, and newspaper inserts. Modified and implemented designs generated by others to meet the strict guidelines of a newspaper publication. Occasionally provided technical computer support to staff at Memorial location as needed.. Met the design needs of a sales staff of nine sales people and their customer bases. After 3 years was promoted to Art Director. Reason for leaving - HCN had a major turnover closed offices in Memorial & Katy laid all employees off.

*Jul '99 – Aug '01 Gilbert Graphics & Promotion - 3205 Johnson Court Bakersfield, CA*  
*Denise Gilbert - Owner of Freelance Graphic Design Desktop Publishing Business*

**[Freelance Graphic Designer, Promotional Products Distributor ]**

Lived in Bakersfield CA. distributed customized imprinted and embroidered apparel, business cards, brochures, coffee cups, pens, and pencils. Provided formatted camera ready, separated art as a freelance graphic designer. Provided graphic designs, logos, and screen print artwork to customer base of clients. Produced overhead drawings, color elevations, and illustrations to promote products for business such as landscape and pool contractors. Supplied camera-ready designs for area screen printers and vendors to be used in the process of printing customized promotional products. All new and return clients retained by referral, cold-calling and marketing. Reason for leaving - Moved to Houston, Texas 2001

*1997-2001 Becks Promotional Products*

Created graphic design, color separation, laser films used in the process of silk screening tee shirts, jacket backs, baseball caps, and banners, cups, pens, coffee cups and a variety of products used for client branding.

1996-1997 Signarama Sign Company

Marketing / public relation agent promoting Sign-a-rama to retail businesses in Bakersfield California. Marketing techniques included business to business cold calling and telemarketing.

1995-1996 Monji Enterprises - Monji Landscape & Pool Design Company Landscape artist, illustrator creating rendering and blue line drawings of pool new and existing construction, landscape and future renovations.

**EDUCATION**

**HIGHSCHOOL**

Sam Houston High School 1971 - 1973

High School + (GED) certificate '81

**COLLEGE**

Bakersfield College 1984 - 2000 34 Credits / 3.5 GPA

**OTHER**

- Professional Fine Arts Artist
- Member of Tomball Art League

**HOME LIFE**

Married 34 Years to Leonard Richard Gilbert

5 Adult Children