



anne olena
GRAPHIC DESIGN

anne.olen@gmail.com
anneolena.com
twitter.com/anolena

SKILLS

Adobe Creative Suite (CS4):
InDesign, Photoshop, Illustrator,
Basic Flash Familiarity

Microsoft Office:
Word, Excel, Powerpoint

Proficient in both
Macintosh and
Windows platforms

Fast and efficient
production work

Strong writing and
editing skills

WORK HISTORY

Designer, Art Director · Opus Creative · January 2004 – August 2010

Worked with internal teams to design and produce print and interactive deliverables – including annual reports, corporate brochures, technical sales documents, web site identities and interactive demo storyboards – both as a hands-on designer and as an art director leading junior designers.

Acted as a liaison and advocate for international corporate client's brand by understanding their marketing goals and learning their brand guidelines and educating internal teams accordingly.

Co-Chair, Communications Chair · Pacific Green Party · August 2001 – November 2004

Wrote a weekly email newsletter distributed to more than 600 recipients in the Portland Metro area, crafted and distributed press releases.

Managed volunteer workers on various tasks, moderated internal board meetings, managed and analyzed a database of registered voters in Multnomah County.

Served as layout editor for the *Green Zine* newspaper.

Graphic Designer · Hanlon Brown Design · April 1999 – July 2002

As a junior-level designer, produced print and interactive deliverables including but not limited to banner ads, technical briefs, brochures, and employee handbooks.

Prepress, Design · Charles River Publishing · Charlestown, MA · September 1995 – March 1998

Preflighted customer files submitted for print.

Served as graphic designer for customers without in-house design services.

Publications Assistant · Bradford College · Bradford, MA · February 1993 – May 1995

Worked directly with the Director of Publications to produce College materials including the course catalog, alumni magazine, academic calendar, and creative arts calendar, among others.

Directed other work-study students and assisted student-run publications with their print and production needs.

EDUCATION

BA in Humanities with a concentration in Creative Writing and a minor in Visual Arts from Bradford College in Bradford, Massachusetts.

Graduate credit in Writing from Portland State University in Portland, Oregon.

Extended studies at the Pacific Northwest College of Art have so far included classes in Flash and Typography.