

professional experience

Patriot Service and Repair LLC

2009 to present

Administrative manager and bookkeeper. Design identity graphics for business forms and website. Manage majority of all office and bookkeeping tasks as needed for growing truck and heavy equipment repair service with local and national clients.

The Band, Inc., Denver, CO

2008 fall semester internship

Assist and collaborate in the creation of promotional videos for television, video on demand and webbroadcast formats for clients including Blue Ridge Chair Company, ESPN, Mountain Dew, and Jeep. Create, prepare, and refine images in Photoshop and Illustrator. Design and edit video and web content in After Effects and Flash. Assist with creation of iPhone web application for ecommerce.

STP Custom Concrete LLC and The Snow Relocators LLC

2006 to present

Designer and Administrative manager

Design print graphics for identity and mail advertising. Collaborate on advertising planning. Assist with custom concrete design applications. Accounting and office management for custom concrete and snow removal contractor.

Acosta Sales & Marketing, Inc.

1997-2005

Senior Sales Support Coordinator

Central team leader with regional administrative and promo accounts reconciliation responsibility for major CPG Client. Team trainer and sales staff resource on client specific procedures and proprietary software. Member of Change Champion Committee.

computer graphics skills

Adobe Design, Web, and Production Creative Suites. Entry level Flex, Final Cut Pro 6, Maxon Cinema 4D, DVD Studio Pro. Web blog CMS. Other software including MS Office, QuickBooks; multiple proprietary systems.

personal strengths

Enthusiastically creative and concept focused. Resourceful, accurate and methodical. Ethical. Goal, service and team oriented. Accountable.

freelance projects

Train of Fools Racing: Designed identity for local NASCAR sanctioned race car team. Videographer and editor. Fur-de-Lis: Created motion graphics video promotion and identity for natural dog treat company. Additional logo, identity, and print designs for Aim Mortgage, Corporate Risk Consultants, CTS Inc., Sweet Adelines, and personal fine art projects.

additional skills

Sound conceptual, creative, and technical skill set. Hand arts and crafts artisanship in multiple media. Added value provided by extensive employment experience for wide ranging industries ranging from small businesses to world recognized brands. Proficient in all phases of office administration.

education

Digital Design B.F.A.

University of Colorado Denver

Commercial Art A.S.

Pikes Peak Community College



Ellen Collins Schaffer
multimedia designer

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