



REGINA REXRODE



PROFESSIONAL STATEMENT

Creative Freelance Graphic Designer with experience in developing engaging and innovative digital and print designs for clients in broad range of industries. Adept at visual strategy, layout development, and print and online media. Demonstrated success working in collaborative environments and providing leadership to conceptualize and execute effective production processes. Seeking clients to help them achieve their business development and business growth goals through forward-thinking graphic designs and strategies.

SKILLS & SERVICES

- Technical knowledge of many software programs, such as Adobe Creative Suite: InDesign, Photoshop, and Illustrator, Easy Catalog, Filemaker, MS Office Applications, and minimal WordPress knowledge.
 - Strong communication skills allow me to understand what customer is looking for.
 - Excel at identifying problems and finding various solutions to fix the issue.
 - Work well in a fast-paced and ever-changing environment.
 - Self-discipline ensures I finish my work on time no matter how many projects I'm working on.
 - Creative thinker able to come up with unique, clever ideas.
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|-----------------------------------|----------------------------|-----------------------|-----------------------|
| • Text Book Design/ Layout | • Interactive Publications | • Business Cards | • Forms |
| • Fiction/Non-Fiction Book Layout | • Menus | • Stationery Sets | • Brochures |
| • Cover Designs | • Newsletters | • Cookbooks | • Company Data Sheets |
| • Catalogs | • Postcards | • Resumes | |
| | • Magazines | • Book Jackets | |
| | | • Reports & Proposals | |

EXPERIENCE

2015 - Present	<p>POINT N' CLICK PUBLISHING Owner, Freelancer</p> <p>Meet with clients either in person or online in order to discuss the scope of different projects. Advise clients on the best strategies to use for their particular products and desired audiences. Provide unique layouts for customers. Review all projects to ensure the end product is error free. Ensure 100 percent customer satisfaction.</p>
2010 - 2015	<p>NOBLESVILLE SCHOOLS, TECHNOLOGY Para-Professional Instructor</p> <p>Responsible for educating over 600 children a year in grades K - 5th in basic computer and programming skills. Provided the lesson plans and maintained accurate records of students accomplishments at each stage of the learning process by following the ISTE and Common Core standards.</p>
2005 - 2006	<p>WILEY PUBLISHING Technical Support Specialist</p> <p>Responsible for providing administrative support for the telephone and web-based technical support representatives who assisted the end-user customer base for website registrations, software installation, book error notation and resolution, media replacement and book recommendations. Acted as a liaison between my manager, the technical support team and the editorial department.</p>
1996 - 1999	<p>PEARSON EDUCATION/MACMILLAN PUBLISHING Production Department Page Layout Tech/Trainer/Interim Team Supervisor</p> <p>Developed the understanding and knowledge of the book production life cycle by hands-on experience as a page layout technician and then advancing as a Team Supervisor and ending my tenure at Macmillan as a Production Trainer.</p>

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www.pointnclickpublishing.com

EDUCATION

1987 - 1992

BUSINESS: Informational Systems
and Operations Management
Ball State University

Focused on office information systems and office management. Studied the basics of graphic design using computer software.

ACHIEVEMENTS

FORUM FOUNDATION EDUCATIONAL GRANT

- Awarded funding from Donors Choose for successfully having students complete a Programming Course.

NOBLESVILLE SCHOOLS

- Committee member/consultant for District Elementary Technology Standards

DELTA SIGMA PI ALUMNI

- Epsilon Xi Chapter - Ball State University

ST. VINCENT DE PAUL SOCIETY - NOBLESVILLE

- Created and developed a Client/Food Pantry Database Solution

ST. VINCENT HEART CENTER

- Guest Advisory Council

REFERENCES

CAROL BORSUM

Director of Operations at Armond Dalton
T: 517-351-8520
E: cborsum@sbcglobal.net

SHERRY ROGELBERG

Owner, Mighty Guides
T: 516-359-2019
E: sherry@mightyguides.com



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VOLUNTEER INITIATIVES

In conjunction with being self-employed, I have used my time and talent to implement many projects on a volunteer basis at my church and school.

RILEY CHILDREN'S HOSPITAL VOLUNTEER

This is fairly new to me, but I volunteer in the hospital library assisting patients and guests with finding books or articles, providing computer support, and administrative duties of the library.

BELFRY COMMUNITY THEATRE - PRODUCER/MARKETING

Assist Carla Crandall, a Director for select shows performed at the Belfry Theatre in Noblesville, Indiana. As a Producer/Marketing member I am responsible for maintaining timeline for per our rehearsal schedule, providing various marketing functions to promote the play, and request food donations for the last dress rehearsal day.

YOUNG AUTHORS SHOWCASE

- While teaching technology at Stony Creek for five years, I assisted over 200 first and second grade students (each year) in learning "hands-on" how to publish a book. Each student began with a written manuscript, then typed it into Google Docs, several rounds of one-on-one editing, printing, binding in the classroom, and illustration with Crayons. The students loved showcasing their books at the Young Author's Conferences.

COUPLES NIGHT OUT COORDINATOR

- Implemented a babysitting cooperative, Couples Night Out, which is a child-care cooperative for married couples. On a quarterly basis, two Friday nights a month were designated as Couples Night Out (36 couples participate each quarter). Teams were required to act as babysitters once a quarter. In exchange, couples that were not scheduled as babysitters for that evening were encouraged to bring their children to the church and then spend an evening as a couple.

SCRIP COORDINATOR

- Involved in implementing the Our Lady of Grace SCRIP program as it is today. During the school year of 2003/04 I helped begin a new program, Credit Allowance for Religious Education (CARE) so that each family could benefit from their purchases of SCRIP gift certificates/cards by helping them reduce their cost of School tuition, and any CCD/Youth Ministry fees.

PTO ANNUAL FUNDRAISER BALL

- For six years I was a key player on the committee for preparing for the school's biggest fundraiser of the year. I have put the 20 - 30 page program together, which includes design, layout, and creating ads for businesses that don't supply their own ad. This past year, I have maintained the website and implemented an Excel database tracking procedure so that all the committee could have easy access to all the information via the website.



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