



grexr@comcast.net

317-509-1889

Noblesville, IN 46060

<http://tinyurl.com/hs2w356>

<https://pointnclickpublishing.wordpress.com/>

Regina Rexrode

I am an experienced and dedicated professional who is able to communicate effectively, learn quickly, and accomplish projects with creativity, enthusiasm, and dedication which enables me to bring value to your company or organization. As a result, I offer a versatile set of skills and services that enable me to align with various types of clients. If it's books or other types of publications, I am an excellent compositor. Need someone to help develop and design training manuals? I've done that too! Want to streamline the process of inputting repetitive data into forms or documents? A custom app is what you need! Looking forward providing my service to you!

Skills & Services

Page Composition	<div></div>
Catalog/Magazine Design	<div></div>
Online Media	<div></div>
Custom Apps using FileMaker	<div></div>
Forms & Document Automation	<div></div>
General Graphic Design Projects	<div></div>

Personal Attributes

Service	<div></div>
Respect	<div></div>
Dedication	<div></div>
Troubleshooting	<div></div>
Quick Study/Problem Solving	<div></div>
Reliability	<div></div>
Creativity	<div></div>
Critical Thinker/Problem Solver	<div></div>

Software Application Skills

InDesign	<div></div>
Adobe Acrobat Pro	<div></div>
FrameMaker 14	<div></div>
Google Docs	<div></div>
MS Office Suite	<div></div>
Mac	<div></div>
PC	<div></div>

Achievements and Organizations

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 using FileMaker Pro

Work Experience

Present

Owner

Point n' Click Publishing

Accomplishments

- Provide interior layouts for technical books, textbooks, instructors manuals, catalogs, etc.
- Provide interactive design for magazines and on-line catalogs.
- Develop custom apps to streamline the process for inputting repetitive information included in documents and forms.

2010- 2015

Technology Para-Professional Instructor

Noblesville Schools, Stony Creek Elementary

Accomplishments

- Created learning program and instructed over 600 students on computer and programming skills; students created interesting projects to reinforce learning.
- Maintained accurate student records and passwords using a database I designed.
- Followed the ISTE and Common Core standards when developing new curriculum for K-5.

1996 - 2014

Publishing Compositor / Tech Admin

Pearson and Wiley Publishing

Accomplishments

- Provided interior page layout for many Pearson imprints
- Production Trainer for Macmillan/Pearson
- Technical Support administrative role for Wiley Publishing - created and developed an internal database to assist techs

Education

1992

Bachelor of Science,

Office Systems Administration

Ball State University