

Guzel Lubinski

guzelfree@yahoo.com

312.237.0290

www.guzeldesign.com

OBJECTIVE:

To obtain a graphic designer position with an opportunity for advancement

WORK EXPERIENCE:

06/2008 - PRESENT - University of Washington. Seattle, WA (Freelance Graphic Designer)

06/2008 - PRESENT - RSVP, Advertising Company. Chicago, IL (Freelance Graphic Designer)

05/2007 - 06/2008 - Colliers International, Commercial Real Estate Firm. Seattle, WA
Graphic Designer

- Designed flyers, brochures, offering memorandums, team promo pieces, sold cards etc
- Designed Colliers International ads for Puget Sound Business Journal
- Developed and created special marketing materials
- Coordinated printing with outside printing company

04/2006 - 05/2007 - CB Richard Ellis, Commercial Real Estate Firm. Oak Brook, IL
Client Services Coordinator

- Designed flyers and offering memorandums
- Coordinated with outside printer for final production
- Developed and implemented web pages and e-mail teasers
- Assisted in procurement of required information, reports and listing agreements

01/2005 - 04/2006 - Lubinski Corporation. Chicago, IL
Marketing Specialist / Graphic Designer (part-time)

- Created, developed and executed corporate identity products such as logos, letterheads, business cards
- Was responsible for creating, maintaining and constantly updating corporate websites for Lubinski Corporation
- Conceptualized, designed and produced collateral such as ads, brochures, newsletters, invitations, direct mail pieces
- Developed artwork for advertising and submitted to various publications in the appropriate format

03/2005 - 04/2006 - Val U Check, Advertising Company. Rolling Meadows, IL
Graphic Designer (freelance)

- Designed ads from start to finish: from concept & design, to printing and finishing of that project
- Sent proofs to clients and made changes if requested: re-created images, designed logos, proofread ads
- Converted finished ads into pdf format and sent them to print

06/2004 - 01/2005 - MLR Design, Package Design Firm. Chicago, IL
Marketing Assistant

- Maintained, organized and tracked filing systems including portfolio and imagery
- Proofread and edited proposals, assembled MLR brochures, maintained portfolio binders, etc.
- Worked with a Letter Service Vendor to have mailers sent out in a timely manner
- Coordinated and assisted with public relations tasks

2003 - 2004 - ABN AMRO Mortgage Group. Norridge, IL
Executive Assistant to the Group Senior Vice President

2001 - 2003 - Lincoln Retirement Financial Group. Schaumburg, IL
Administrative Assistant / Cash Disbursement Assistant

EDUCATION:

2002-2006 - The Illinois Institute of Art-Schaumburg, Schaumburg, IL. Bachelor of Fine Arts in Graphic Design

1991-1996 - Linguistics University, Nizhny Novgorod, Russia. Bachelor of Science in Secondary Education

Graphic
De