



BARBARA DuBOIS

www.barbdubois.com

info@barbdubois.com

Tacoma, Washington

Resourceful, flexible, and productive graphic arts professional with diverse experience in graphic design, prepress and print production, digital design, and fine arts environments. Proven proficiency in creative problem-solving, project management and prioritization, and vendor coordination. Strong interpersonal, collaborative, and technical skills.

technology skills

Proficient on Mac and PC in Adobe CC: fluent in Photoshop, Illustrator, InDesign, with experience in Premiere Pro, After Effects, and Dreamweaver; working knowledge of Wordpress and Microsoft Office Suite. Experienced in Imposition and Preps. Effective with remote communication tools: Teams, GoToMeeting, Zoom, Slack, WeTransfer, Google Drive, Dropbox.

experience

12/20-present **SGK, Color Retoucher/Quality Control Operator (Flex Force/remote)**

- image retouching, photo compositing, color enhancement and sample matching
- review and proof all in-process and final digital artworks for pharmaceutical clients and confirm: client changes/updates, file formats and technical specifications, output specs and PMS colors, brand guidelines and standards
- utilization of Adobe Suite programs and industry-specific software tools
- member of Proofreading for Grammar team
- remote communication with colleagues via Teams, phone

4/20-present **Freelance, Graphic Designer**

- editing and proofreading of manuscripts
- book and cover design, layout and production
- remote communication and collaboration with local and national clients

7/15 - 4/20 **Chihuly Studio, Photography and Registration Assistant/Digital Image Editor**

- digital image editing: image selection and grading, color correction, exposure adjustment, retouching/compositing, file organization and archiving
- DSLR photography of flat art and assist with other studio and location shoots: artwork setup, lighting adjustment, setup/breakdown of studio and location space
- design and management of Google Drive photo request form/database worksheet
- registration of artworks, creation/update of database record
- generation and tracking of artwork transfers, orders, and returns
- art handling, packaging, mockups, installation, and deinstallation
- remote communication with colleagues in Seattle via phone, email, GoToMeeting; national/international location shoot support via phone, email, WeTransfer

9/09 - 7/15 **Museum of Glass, Graphic Design and Art Installation (on-call, partially remote)**

- exhibit companion book design, photo editing, layout and production
- design and layout of exhibit prospectuses and other marketing materials
- design and installation of exhibit signage, photo panels, and vinyl signage
- installation and deinstallation of artworks
- remote communication via phone, email, Basecamp, Dropbox

8/11 - 4/13 **Computer Sciences Corporation, Graphic Designer, Joint Base Lewis-McChord**

- design and layout of logos, printed materials, banners and signage
- output, mounting, and production of large format display items
- inventory control and purchase order processing for media and consumables

6/10 - 9/10 **Washington State History Museum, Graphic Design Internship (partially remote)**

- designed suite of marketing materials for 2010 PNW Arts and Crafts exhibition: postcard, poster, magazine cover, web ads, lobby banners
- redesigned facility rental print ad and information packet
- remote communication with marketing manager via phone and email



BARBARA DuBOIS

www.barbdubois.com

info@barbdubois.com

Tacoma, Washington

2/02 - 3/09 **Chihuly, Inc., Registrar/Digital Image Editor**

- cataloged artworks, created or updated database registration
- edited digital studio images: corrected color, adjusted levels and exposures
- developed and maintained image archive system
- authored digital imaging manual and trained colleagues in procedures
- art handling, packaging, mockups, installation, and deinstallation

additional related experience

Print NW/Quebecor, Graphic Designer/Prepress Technician

- designed CD labels, packaging, and publications
- scanned and edited line art and photos
- performed preflights, reformatting, and imposition of files for output to imagesetter
- consulted with clients regarding design, editing, production, and proofs
- developed and maintained CD file management and archive system

Printworks/Cascade Printing, Graphic Designer/Production Artist

- designed wide variety of print projects and prepared files for output and printing
- project management duties included updating daily job schedule, conducting production status meetings, contacting vendors, and placing paper orders
- supervised and delegated to intern for eighteen months; resolved production issues in absence of owner and production manager

education

Pierce College, Associate of Arts in Digital Design

Phi Theta Kappa Honor Society, 3.97 GPA

Student projects featured on PierceTV

achievements

- composited digital image of Chihuly ikebana featured in Art New England magazine (July/August 2016 edition, back cover ad for Schantz Galleries)
- book design for Joseph Rossano 2015 exhibit, *Vanity*, at Museum of Glass; created informational web pages for each piece in exhibit, linked to QR codes
- honored by Lt. Col. Jennifer McCleve of 446th Aeromedical Staging Squadron, USAFR, JBLM, for 2012 update/redesign of unit informational boards
- creation of promotional marketing suite for 2010 Pacific Northwest Arts & Crafts exhibition at Washington State History Museum, including lobby banners; redesign of facilities promotional package
- exhibit signage for original 2009 Kids Design Glass exhibition at Museum of Glass