

# Terri M. Reed

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## CAREER OBJECTIVE

I am the creative business person who can manage, create and communicate.

It is my privilege to offer solutions for growing a business.

If you've been looking for this rare combination of business savvy and expertise, the following might interest you. You see, with over 20 years of experience...

I have a green thumb getting the job done!

I wish to extend my talents for use in a positive and rewarding manner.

## EDUCATIONAL BACKGROUND

May 1988  
**Shepherd University; Shepherdstown, WV**  
A.A. degree in Graphic Design

## TECHNICAL SKILLS

Macintosh / PC  
Proficient in Quark, The Adobe Suite,  
Word and Publisher

## PERSONAL INTERESTS

Crafting, jewelry making, gardening, interior design, architecture, home improvement and children's activities.

## PERSONAL REFERENCES AVAILABLE UPON REQUEST



## WORK EXPERIENCE

February 2006 - Present

### Graphic Greenhouse; Inwood, WV

Owner of this design business which is committed to providing the best possible services ranging from business identity solutions to marketing ideas to web design and many other creative things along the way.

August 2007-April 2009

### Art Director For An Outdoor Advertising Co.; WV & MD

As Art Director, responsibilities ranged from maintaining the company web site, creating all company print material as well as all billboard art for clients. Client art ranged from traditional billboard art to trivision and also included LED artwork.

July 2006 - Present

### REALTOR; WV

As a licensed REALTOR, tasks range from listing, showing and selling WV real estate.

August 2005 - Present

### PTO For A Local Grade School; Inwood, WV

Activities include organizing events and volunteers for school activities as well as fundraising and coordinating efforts for the school yearbook which range from candid photography, page layout, advertising to final distribution.

June 2000 - Present

### Virtual Office Assistant; Martinsburg, WV

Tasks associated with running and maintaining a business office are performed.

August 1999 - May 2002

### Shepherd University; Shepherdstown, WV

Adjunct Instructor for courses such as Intro to Graphic Design for non-design students, Intro to Computer Apps. for beginning design students and Advanced Design for upper level students.

March 1998 - July 2000

### Dot Com Companies; Hagerstown, MD

As a Senior Designer, responsibilities ranged from designing and building web sites to creating all company print material.

January 1998 - Present

### Independent Beauty Consultant; Inwood, WV

Enriching women's lives through a nationally known company which offers advanced skin care, color cosmetics and a home based earning opportunity for women.

April 1988 - February 1998

### Graphics Universal Incorporated; Greencastle, PA

Initial responsibilities were in paste-up and composition for this printing firm. In August 1988, promoted to the design needs of various clients. As of January 1992, began working on the Macintosh platform to complete all pre-press preparations for projects small to large.