



Hosnia Jami

Graphic Designer

SKILLS

MAC and Windows

Adobe Creative Cloud:
InDesign, Illustrator,
Photoshop,

Microsoft Office:
Excel, Word, PowerPoint

E-Learning Tools: Articulate
(Storyline and Presenter)

Accessibility:
Section 508, IBM Page
Reader, JAWS, NVDA

EDUCATION

Graphic Design
The Art Institute Washington
2004 – 2005

Visual Communication Design
Northern Virginia
Community College
2005 – 2007

Graphic Artist skilled in a variety of designs: brochure, newsletter formatting, photo enhancing, book design, web graphic, infographic, advanced typography knowledge, strong design sense, creative and artistic, template creation, quick learner and time management



EXPERIENCE

Graphic Designer AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS FEBRUARY 2014 – PRESENT

- Design graphic elements of publications and applying links to various documents including books, booklets, periodicals, brochures, fact sheets, patient education FAQs, infographics, posters and promotional materials from rough concept to final. Prepare content for the web.
- Produce page layout of publications maintaining typographic integrity, computer templates and corresponding hard copy. Prepare and coordinate all final art and photography.
- Prepare and analyze project requirements and deployments for Section 508 Compliance, Content Management, and workforce automation. Lay the groundwork for greater synergy across groups.
- Participate in preliminary meetings to advise on feasibility of proposed art or photography, either self-creating or commissioning freelance. Prepare detailed transmittals, concept mock-ups based on art specifications, obtain estimates, prepare purchase orders for review/submit orders to freelance artists, prepare and oversee copy releases for services rendered.
- Coordinate all project components into a complete package for release to printer, including color-separated laser markups, written instructions, and complete specifications. Organize all electronic files and prepress materials for transfer to printer.
- Maintain archives of art and photography used in all publications for easy retrieval and incorporation into new revised publications, to include royalty-free photography purchased through stock houses via Internet search.
- Communicate with printer vendors to verify production processes and identify improved methods that are cost effective and time efficient in preparing final postscript files and hi-resolution print ready art. Assess problems and resolve conflicts. Keep lines of dialogue open between Publications' staff throughout production.

Articulate Storyline Designer and Desktop Publisher EEI COMMUNICATIONS AUGUST 2013 – FEBRUARY 2014

Articulate Storyline training modules for the U.S. army

- Create detailed course designs from functional specifications.
- Design and develop dynamic instructional interactions and simulations.
- Edit internally recorded audio.
- Synchronize audio files for Articulate Storyline.

Desktop Publishing

- Layout books, reports, manuals, and other documents.
- Merge documents from multiple sources and apply a unified style.
- Create master pages and document templates.
- Incorporate revisions from editors, proofreaders and authors.

Graphic Designer TENACIOUS SOLUTIONS MAY 2013 – JULY 2013

- Design company logo

Graphic Designer AHMADI TAX & ACCOUNTING JANUARY 2013 – MAY 2013

- Design company logo and business card

Electronic Graphic Specialist II AMERICAN GEOPHYSICAL UNION SEPTEMBER 2007 – DECEMBER 2012

- Responsible for executing the design and production of a wide variety of materials consisting of AGU flyers, postcards, small brochures, surveys, forms, direct mail packages, advertisements and creating templates for ongoing projects.
- Layout books, reports, manuals, and other documents. Merge documents from multiple sources and apply a unified style. Incorporate revisions from editors, proofreaders and authors.