ComQuest Designs LLC

PO Box 358521, Gainesville, FL 32635 | Crescent Beach, St. Augustine, FL 32080
rebecca@cqd.com | www.cqd.com | 352.870.5272 (c) | 352.505.0879 (o)

Professional Graphic Design

Rebecca Burns, owner of ComQuest Designs, LLC (CQD) is a detail oriented designer responsible for leading creative and technical design development of marketing materials in all media including print, web, direct mail, email, collateral and trade events. Ms. Burns processes the following characteristics:

•Strong skills and knowledge in print production, advertising design, page layout, web design and usability, and mastery of print and/or online media.

•Proficiency in the latest versions of Adobe Creative Suite - Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, web development languages (HTML, CSS) and in Microsoft Office software Word, Excel, Power Point, Outlook/Entourage, as well as other office and design applications.

•Strong written, presentation and oral communication skills with the ability to collaboratively develop new and/or enhance existing brand and design standards.

•Self-motivated and self-directed, with very high quality standards.

•Organized with the ability to manage multiple projects on tight timelines.

•Talented and proven creative design performance in marketing and advertising fields.

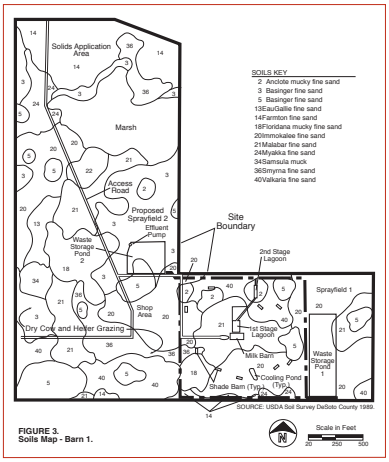

FIGURE 3.
Soils Map - Barn 1.

Ms. Burns has served in supervisory roles, recruitment and training of entry level graphic designers, has been responsible for printed and online advertising design from concept to finished layout, and has developed extensive promotional materials for an variety of marketing purposes and customers.

Knowledgeable

Ms. Burns will bring her expansive experiences in multiple disciplines in the graphic design field to you. She has worked directly with major clients including marketing directors at Pocono Raceway, USDA NRCS, US Forest Service, High Roller Fishing Lure Co, Matrix Orthopedics, CH2M Hill, Holloway Engineering, Equine Breeding Farms, University of Florida, City of Gainesville, Real Estate Professionals, Non-Profits and others completing a wide variety of marketing and design services. (see web site for list of clients)

Design Experience

Ad Design
Annual Reports, Books
Billboards
Brochures/Flyers
Business Cards
Copy Writing
Corp Identity
Data Entry
Document Production
Engineering Graphics
Labels/Stickers
Letterhead/Envelopes
Logo Design
Contract Labor
Photography
Postcards
Posters/Kiosks
Pre-press Management
Print Materials
Promotional Products
T-Shirt Design
Trade Show Props
Video Production
Vinyl Designs
Virtual Tours
Web Sites

IT Talent

Ms. Burns is highly proficient in the Macintosh OS X environment and experienced with Windows based systems, networking and integrating both platforms for office and home usage. Abilities include hardware and software installation as well as troubleshooting and maintenance.

Design and Management Software Knowledge

Accounting: MYOB, Accounting Edge, QuickBooks Pro
Adobe: Photoshop, InDesign, Illustrator, Dreamweaver, Flash, Fireworks, Acrobat, GoLive, PageMaker
Apple: iMovie, iDVD, iTunes, iPhoto, Quicktime Pro
Filemaker Pro Advanced
Macromedia: Freehand MX
Microsoft: Word, Excel, PowerPoint and Publisher
QuarkXPress
Web and email communication devices and applications

Ms. Burns has experience in and enjoys video/DVD production and photography and photo enhancement/manipulation.

Interests: Ride, train and show horses; teach riding lessons; painting; surfing; saltwater fishing, riding motorcycles; and spending quality time with family and friends.

Member: SWANA, OLD NA, Arredondo Dressage Society, Sunshine Sport Horse Association, Chrome Divas of Gainesville.

Samples of work and list of references available upon request..