

Professional experience

1994 – present

Freelance art editor/designer/layout artist/photographer/photo and image researcher for Houghton Mifflin Company in Boston, and others

Art editing

Titles include some of Houghton Mifflin's most successful math and foreign language textbooks, as well as titles in other disciplines, such as psychology, history and chemistry

manage one-, two-, and four-color art programs for college textbooks, from manuscript to bound book

evaluate art manuscripts, and work with production coordinators, production editors, and authors to resolve problems, and to plan and monitor schedules and budgets

develop and design art, and write art specs for a flexible first-edition art design that can be used for future editions

hire artists for both electronic and reflective art, manage artists to obtain a correct and timely final product

prepare art and photos for prepress: size images and mark up shooting/scanning instructions for reflective art, verify that formats of electronic image files are in compliance with company, compositor, prepress and printer specifications

modify design specs

keep projects within budgets

check proof through all stages, and ensure final art files are correctly formatted and comply with all specifications

research and recruit artists/studios to increase the size and variety of the artist pool

Design

develop and create a design for tables that are now standard for a very successful series of math textbooks

develop and design art, and write art specs for an art design for graphing calculator art that is used as standard for math textbooks

design and create various icons for math textbooks

design and create "simulated realia" for various foreign language textbooks: advertisements, brochures, logos, Web pages, posters, catalog covers

design, build, launch and maintain seven page Web site; design printed four-color folder for peace and social justice group

rebuild Web site for financial services company; maintain author Web site

Layout

create paper and electronic layout for textbooks; titles include language and other textbooks

restructure book from main text to workbook with tear sheets

work closely with authors and editors to determine structure and layout of book pages

produce green living magazine and other magazine article as comp work

Illustration	create computer generated illustrations with Illustrator and Photoshop for science, language and other textbooks	create reflective art (crayon, pen and ink, and other media) for German, science and other textbooks
Photo/image research	develop, write specs, and research chapter-opener photos for math textbook develop and research interior photos and other images for various textbooks obtain permissions for new and pick-up photos, cartoons, artwork and other images	research and obtain permissions for realia: as real-life items from other countries, such as ads, brochures and cultural announcements; these are considered an important part of foreign language textbooks hire photographer to shoot on specs
Photography	shoot photos on spec for foreign language textbooks in Germany, France and Switzerland: portraits and scenes involving several people	sell photos for use in foreign language textbooks use slides, negative film and digital photography
Other	advise on standard file naming methods to work with database storage system devise standards for converting four-color maps to two- and one-color art	good communicator and problem solver; made many a "difficult" author happy broad understanding of the conceptual and physical process of book and print production in general
Other publishing clients include Wiley, Heinle and Heinle, Ginn Press and E. J. Arnolds in Leeds, England. Other clients: financial services company, gallery, author in Boston, animal rights group in San Rafael, California.		
Other work experience	Instructor for Web design at BAC, Boston; Editor for German, and other languages at InfoSoft, Boston; graphic designer, graphic artist and layout artist at newspaper in Washington, D.C.; graphic designer, graphic artist and layout artist at E. J. Arnolds, textbook publishing company in Leeds England; assistant teacher of German in Leeds, England; teacher of Dutch at Adult Education School in Verden, Germany.	
Software	Illustrator, Quark, Photoshop, Freehand, Pagemaker, InDesign, Excel, Word, Dreamweaver, Flash	
References	References, complete list of titles, and samples available on request.	
Education	BFA in graphic design from Hochschule für Gestaltung, Bremen, Germany; 1 year of graphic design studies at Akademie voor Beeldende Kunsten, Rotterdam, Netherlands. BFA has been officially accredited as equivalent to an American Bachelor of Fine Arts degree. Courses in Web site design and construction, and advanced classes in Illustrator and Photoshop; classes in watercolor illustration. Erfolgreicher Abschluss des Grundstudiums (associate degree): English and American studies; courses in cultural studies at Bremen university. Fluent in English, German, and Dutch, good knowledge of French, some Spanish. Oxford University Proficiency in English and Oxford University Translation degrees.	