



# Kamala Vanderkolk

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EMPLOYER/CLIENT	END DATE	START DATE	GRAPHIC DESIGN			DESKTOP PUBLISHING			WEB/ INTERACTIVE			OFFICE			OTHER		
			Photoshop	Illustrator	Branding	InDesign	Acrobat	Publisher	LiveCycle Designer	Dreamweaver/HTML/CSS	Flash	CMS/Social	Word	Excel		PowerPoint	Proofreading/Formatting
Bates White	Present	2010	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Captivate
Freelance Clients	Present	2011	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Video editing
Job's Daughters Int'l	2014	2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Proposal writing
ClearChoice Mgmt Svcs	2013	2013	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Eloqua
USITC	2010	2008	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Contribute
CGH Technologies	2008	2007	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Northrop Grumman	2007	2006	X	X	X	X	X	X	X	X	X	X	X	X	X	X	3D Studio Max
IDSi	2006	2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AOL	2003	2002	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Other	2002	2000	X	X	X	X	X	X	X	X	X	X	X	X	X	X	QuarkXPress

Proficient: Strong: Expert: Used software/skill regularly: X

## QUALIFICATIONS

I have more than **12 years of professional experience** as a graphic designer in both **print and web**. I have designed and created countless **branding and collateral** pieces, built and maintained numerous websites (either **writing the code** myself or using various content management systems) and laid out dozens of print pieces ranging from brochures to custom books, and been involved at **every step of the print production process**. I have been a **team leader** as well as a **team player**, and am comfortable in both roles. I am used to a **fast-paced environment**, and expect to **jump from project to project**. I have **strong communication skills**, both written and verbally. I'm comfortable working with clients to determine what their needs are, and meet—and **often exceed**—expectations.

I have an **exceptional attention to detail**, which includes but is not limited to **spelling, grammar, and formatting**, often finding mistakes that go unnoticed by others. Such attention is critical for any marketing or communication, and has been **very useful in every position** I've held.

## SKILLS

**Technical skills:** Graphic design (12+ years), Desktop publishing (11 years), QA and editing (11 years), HTML (8 years), CSS (3 years), CMS (4 years), WordPress (2 years), Flash ActionScript (2 years), JavaScript (2 years), PHP (1 year), Responsive design (2 years), Proposal writing (1 year).

**Software (all current versions):** Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Fireworks, LiveCycle Designer, Flash); Microsoft Office (Word, Excel, PowerPoint, Outlook, Project); 3D Studio Max, InterLeaf Quicksilver, QuarkXPress, Eloqua, Axure, WordPress, Drupal.

# EXPERIENCE

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## Graphics and Microsoft Office Specialist

**BATES WHITE ECONOMIC CONSULTING, WASHINGTON, DC**

FEBRUARY 2010 TO JUNE 2011 (FULL-TIME EMPLOYEE), JUNE 2011 TO PRESENT (INDEPENDENT CONTRACTOR)

Use the following software/skills: Photoshop, Illustrator, InDesign, Acrobat, LiveCycle Designer, Dreamweaver, Word, PowerPoint, Excel, HTML, CMS (Point & Clique), Captivate.

### **MARKETING RESPONSIBILITIES**

- Worked with a design firm to rebrand the company, and created new templates for dozens of corporate templates in Word, Excel, PowerPoint, InDesign, Acrobat.
- Acted as the in-house subject matter expert when upgrading the corporate website from a basic HTML website to a dynamic CMS-run website.
- Created an ebook (in .epub and .mobi) for promotional event.
- Responsible for visual design requests for posters, publications, handouts, event programs, invitations and evites.

### **CLIENT-SIDE RESPONSIBILITIES**

- Created custom graphics and charts for various economic reports for legal cases, publications, promotions, and Congressional requests.
- Created or located appropriate stock imagery to correlate with written materials.
- Provided tech support, tutorials (written and dynamic) and training classes for employees to use in-house Microsoft templates.

## Creative Director

**JOB'S DAUGHTERS INTERNATIONAL**

Use the following software/skills: Photoshop, Illustrator, InDesign, wireframing, Dreamweaver, Word, Excel, proposal writing, Flash, CMS (WordPress), HTML, CSS, JavaScript, PHP, Acrobat, PowerPoint.

**CREATIVE DIRECTOR,  
LONG RANGE PLANNING COMMITTEE**  
MARCH 2011 TO AUGUST 2014

- Taken JDI's new branding and implemented it across print, web, social media, promotional handouts, business cards, etc. with a purpose of reaching a new generation of girls.
- Spearheaded a branding/promotional fundraiser, wrote a proposal detailing cost analysis and planned execution, designed the necessary artwork, and researched appropriate technologies to maximize profits, and promoted fundraiser via social media. Results: The fundraiser net more profit than all other fundraisers combined for the previous year.
- Created a yearbook of Colorado's events that served as both a promotional piece, as well as a fundraiser for the organization.

**WEBMASTER,  
VIRGINIA WEBSITE (WWW.JDIVA.ORG)**  
JULY 2003 TO AUGUST 2014

- Responsible for all code, content, images, design and maintenance of website, and supporting social media which is accessed over 1,000 times per month.
- Official Website Photographer of all statewide events, including meetings and special occasions, 2003-2011.
- Did a complete overhaul of Virginia's website in 2011 as a sample of what was possible with new branding, blending it with new technologies.
- Current website uses WordPress CMS (and a team of contributors), as well as social media to reach our target audience.
- Provided training to additional website contributors on how to use CMS, best practices, etc.
- Previous version of the website used custom/hand-coded HTML, CSS, Flash, JavaScript, and PHP.



## Senior Graphic Designer

**CLEARCHOICE MANAGEMENT SERVICES, GREENWOOD VILLAGE, COLORADO**  
MAY 2013 TO AUGUST 2013 (CONTRACT)

Used the following software/skills: Photoshop, Illustrator, InDesign, CMS (Drupal), Dreamweaver, Eloqua, Axure, Word, Excel, PowerPoint, Acrobat.

### **PRINT ADVERTISING**

- Created ads for newspapers, magazines, billboards using dynamic data.
- Developed new efficient process for ad creation for multiple vendors.

### **WEBSITE/CRM**

- Created graphics for website, company blog, social media outlets, CRM (email) campaigns, display ads.

## Graphic Artist, Desktop Publisher

**UNITED STATES INTERNATIONAL TRADE COMMISSION (USITC), WASHINGTON, DC**  
APRIL 2008 TO FEBRUARY 2010

Used the following software/skills: Photoshop, Illustrator, InDesign, Acrobat, LiveCycle Designer, Dreamweaver, Contribute, SmartDraw 2009, Word, WordPerfect, Excel, PowerPoint, HTML, CMS (Teamsite).

### **DESKTOP PUBLISHING**

- Composed Commission publications for distribution via print or electronic distribution to Congress, the President, USTR, etc.
- Responsible for visual design requests for posters, publications, special covers, invitations, event programs, business cards.
- Worked with the Commission's in-house print shop and outside printing companies to ensure a quality product, including proof reviews and press inspections.

### **GRAPHIC AND WEBSITE DESIGN**

- Developed dynamic fillable templates for all departments' various needs.
- Took customers' abstract ideas and presented them in a visual manner for use in presentations.
- Created or located appropriate imagery to correlate with written materials.
- Assisted in the redesign of the Commission's website; responsible for regular updates to the Commission's public and internal websites, using an HTML editor and CMS (Teamsite).

## Graphic Artist, Marketing Coordinator

**CGH TECHNOLOGIES, WASHINGTON, DC**  
JULY 2007 TO FEBRUARY 2008 (CONTRACT)

Used the following software/skills: Photoshop, Illustrator, InDesign, Flash, Dreamweaver, PowerPoint, HTML, CMS (Mambo, Sharepoint).

### **GRAPHIC ARTIST**

- Designed graphics and layouts for handouts, marketing materials, proposals, press releases, and invitations.

### **MARKETING COORDINATOR**

- Developed and executed company's successful conference booth set-up, layout, handouts, and "exhibit booth lure" to attract customers and make contacts.

## Project Lead, Multimedia Specialist

**NORTHROP GRUMMAN CORPORATION, FAIRFAX, VIRGINIA**  
MARCH 2006 TO JULY 2007

Used the following software/skills: Flash, 3D Studio Max, Photoshop, ActionScript, Project.

### **U.S. ARMY ORDNANCE CORPS TRAINING**

- Graphics Director for 47 seat-hours of course based training (CBT).
- Used 3D environments to make realistic and engaging interfaces and interactivities.

### **FT. SILL FIELD ARTILLERY SCHOOL**

- Worked closely with ISDs, client feedback to develop instructionally-sound graphics for interactive courseware used to train military students.



## Senior Graphic Artist

**INTELLIGENT DECISION SYSTEMS, INC. (IDSI), CENTREVILLE, VIRGINIA**

SEPTEMBER 2003 TO JANUARY 2006

Used the following software/skills: Flash, Photoshop, Illustrator, ActionScript, PowerPoint, Publisher, Acrobat, Word, Excel.

### **COURSE-BASED TRAINING & PRINT MANUALS**

- Graphics Director for all necessary animations and graphic content.
- Created supporting multimedia pieces for use in training exercises.
- Created graphics for aesthetic look and feel and to keep branding.
- Desktop Publishing Lead for all accompanying manuals, including graphic themes, color schemes, and layout templates.
- Edited copy for print including streamlining course flow.

### **MISCELLANEOUS**

- Developed numerous marketing pieces for IDSI corporate branding, including posters, exhibits, corporate capabilities, pamphlets, and handouts.
- Created countless custom graphics for RFPs, DoD Bake-offs, and other proposals.
- Technical Editor for conversion of CBRNE (Chemical, Biological, Radiological/Nuclear, and High-Yield Explosives) Web-based training to paper-based and 508-compliant training manual.
- Performed Quality Assurance for all projects.

## Graphic Artist, Ad Traffic Coordinator

**AMERICA ONLINE (AOL), DULLES, VIRGINIA**

JULY 2002 TO AUGUST 2003

Used the following software/skills: HTML, Photoshop, Excel, in-house software and workflows.

## Multimedia Specialist

**MINE ACTION INFORMATION CENTER (MAIC), HARRISONBURG, VIRGINIA**

SEPTEMBER 2000 TO JULY 2002

Used the following software/skills: Photoshop, Publisher, HTML, Acrobat, PowerPoint, Word, Dreamweaver.

## Graphic Artist Internship

**NAVY FEDERAL CREDIT UNION HEADQUARTERS, VIENNA, VIRGINIA**

MAY 2000 TO JANUARY 2002

Used the following software/skills: QuarkXpress, Photoshop, Illustrator, Word.

## VOLUNTEER OPPORTUNITIES

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**JOB'S DAUGHTERS INTERNATIONAL, HERNDON, VIRGINIA; LITTLETON, COLORADO**

2003–Present: Bethel Guardian, various Council positions, Certified Adult Volunteer

**ROXBOROUGH PARK FOUNDATION, LITTLETON, COLORADO**

2013–Present: Monthly Family Movie Night Chair, Marketing & Communications Committee, Amenities Committee

**ROXBOROUGH ELEMENTARY PARENT TEACHER INVOLVEMENT COMMITTEE (PTIC), LITTLETON, COLORADO**

2014–Present: Logo Committee

## EDUCATION

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### **B.A. in Communications (Interactive Media), School of Media Arts and Design**

**JAMES MADISON UNIVERSITY, HARRISONBURG, VIRGINIA**

1998–2002

