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# Kristi Plotner

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A more detailed resume can be found at:  
[http://krisplotner.webs.com/kris\\_plotner\\_resume\\_home.html](http://krisplotner.webs.com/kris_plotner_resume_home.html)

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## Highly Recommended Visual Communications Artist

### OBJECTIVE:

Visual Communications Artist with over 10 years experience in the media field seeks to fulfill the needs of a media business in design, video editing, website design and/or desktop publishing. Highly recommended for creativity, enthusiasm and efficiency.

<b>SUMMARY OF QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>• <b>Microsoft Office Suite:</b> Word, Excel, PowerPoint, Publisher, Outlook</li><li>• <b>Other:</b> Internet Explorer, Mozilla Firefox, QuarkXpress, Adobe Photoshop Elements, Adobe Premiere</li><li>• <b>PC PLATFORMS</b></li></ul> <b>KNOWLEDGE OF:</b> <ul style="list-style-type: none"><li>• <b>Adobe Creative Suite 2:</b> InDesign, Photoshop, Illustrator, ImageReady, Acrobat Professional</li><li>• <b>Macromedia:</b> Dreamweaver, Flash</li><li>• <b>HTML coding</b></li><li>• <b>MAC PLATFORM</b></li></ul>	<b>PROFESSIONAL RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Desktop Publishing with proficiency in Publisher and InDesign</li><li>• Yearbook designing</li><li>• Film editing</li><li>• Website building: web based and program support</li><li>• Photography responsibilities</li><li>• Coordinating email service for employees</li><li>• Leadership &amp; Advisory responsibilities</li><li>• Minor IT troubleshooting</li><li>• Software installation</li><li>• Development leadership</li></ul>
<b>PROFESSIONAL EXPERIENCE:</b> <ul style="list-style-type: none"><li>• <a href="http://www.gileadchristianschool.org">www.gileadchristianschool.org</a></li><li>• <a href="http://www.zlife.cc">www.zlife.cc</a></li><li>• <a href="http://krisplotner.webs.com/">http://krisplotner.webs.com/</a></li></ul>	

### EMPLOYMENT:

☞ **GILEAD CHRISTIAN SCHOOL**, Mount Gilead, OH May 1999-Present.

~ **Photographer/Secretary/Fundraising/Technology Director**, 1999-2006.

Responsibilities include: Developing & administrating Scrip Program; secretarial duties and Minor IT in house duties, developing Multimedia slide shows.

~ **Web Designer**, 2007-present. Co-developed school's website

~ **Teacher**, 2006-present: yearbook, newspaper classes, photography, video editing, Mass Media, Technology I & II, Spanish classes.

☞ **HIRT MEDIA: NEWS COLOR PRESS/MORROW COUNTY SENTINEL**,

Mount Gilead, OH: May 1995-December 1996 & February 1998-December 2001.

~ **Special Projects Coordinator**. Responsibilities included: typesetting, layout of newspaper, adjusting images, developing advertisements, layout of school newsletters and community tabs, gathering text, layout of special tabs that ran in the newspaper along with other various duties.

### EDUCATION:

☞ **American InterContinental University-Online, Hoffman Estates, Ill., 2007**. Concentration: Graphic Design. Graduated November 2007 with honors, summa cum laude.

☞ **University of Phoenix-Online, Phoenix, AZ. 2009**. Concentration: Continuing Education: Secondary Methods of Teaching Technology. Non-Degree.