

RHONDA BURNS

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PROFILE

- Multidisciplinary designer with over ten years of digital and print media experience.
- Creatively and technically adaptable in serving clients of all industries.
- Strengths in web, presentation and brand identity.

EXPERIENCE

3/99 - present

Web Designer | Freelance

Design, brand and develop company web sites including site architecture and interface. Art direct and manage freelance back-end coders. Hand-code pages to build and/or maintain site content. Design and implement site updates as needed. Provide clients with page templates and core site graphics. Instruct clients on how to build and maintain site pages. Write and edit site content. Consult with clients about SEO, CMS and social media needs. Design and produce logos and supporting promotional materials including banners, e-mail newsletters and PowerPoint templates. Assist with FTP server management. Retouch product photos for site layouts.

Clients include R.E.Load Baggage, Inc., The Auxiliary at Bellevue Hospital and Chi Flow Acupuncture.

10/07 - 4/09

Presentation Design Manager | BearingPoint, Inc., Creative Services, New York, NY

Designed high-end, animated PowerPoint and Captivate presentations. Art directed and supervised RR Donnelly's off shore production team and freelance designers. Designed and branded globally distributed PowerPoint templates. Maintained corporate brand center downloads and content. Managed corporate letterhead updates for U.S. and International offices. Helped to redesign, improve and implement the current brand standards.

9/06 - 10/07

Graphic Designer | Freelance

11/01 - 8/04

Project-based design and production in print and presentation media. Layout and design, template creation and troubleshooting using PowerPoint, InDesign, Illustrator, Photoshop and QuarkXPress. Prepared files for digital, 4/c and spot press.

On and off-site assignments with clients including Schulte Roth & Zabel, Regan Campbell Ward, NYU Medical Center and Deloitte & Touche.

8/04 - 9/06

Graphic Designer | Morgan Stanley, Retail Marketing, New York, NY

Layout and production of print and electronic media utilizing the new global design and identity standards for Morgan Stanley Investment Management and Van Kampen Investments. Prepared files for digital, 4/c and spot press. Designed PowerPoint templates utilizing the updated brand standards. Designed and hand-coded promotional HTML newsletters including all image creation.

7/99 - 11/01

Freelance Designer | Ernst & Young, National Marketing, New York, NY

Worked exclusively with the Brand Development Team to establish and implement the new global design and identity standards. Designed and coordinated project-based print media and promotional items (T-shirts, pens, mugs). Designed high-end PowerPoint presentations incorporating past and current brand standards. Created icons and logos used globally in corporate digital and print media.

SOFTWARE

- BBEdit
- WordPress
- Illustrator
- PowerPoint
- QuarkXPress
- HTML
- Dreamweaver
- Acrobat
- Word
- Final Draft
- CSS
- Photoshop
- Keynote
- InDesign
- iMovie

EDUCATION

New York University - Tisch School of the Arts, New York, NY
Bachelor of Fine Arts, Majors - Dramatic Writing, Film and Video Production