

Christina Swain

775-830-3986

christinaswain@gmail.com
www.cswaindesign.com

Computer & Graphic Skills

Experienced in Photoshop, Illustrator, InDesign, Flash, ActionScript 3.0, Dreamweaver, CSS, HTML and manual or digital photography
Proficient on both Macintosh and Windows platforms

Freelance

Five Star Saloon Reno, NV

Website Upgrades, SEO September 2009

'Round Nevada Classic Car Tour Reno, NV

Website Redesign August 2009

Sierra Watercolor Society Reno, NV

Website Redesign June 2008- March 2009

Work Experience

Truckee Meadows Community College Reno, NV

Instructional Assistant February 2009 to Present

Supervising computer labs

Assisting Graphic Communications students with design and technical problems

Applied Staffing Reno, NV

Benefits Assistant November 2006 to July 2007

Processed benefits paperwork for over 900 employees during the companies yearly benefits reenrollment

Performed office tasks including filing, data entry, processing mail and preparing bills for payment

Applied Staffing Reno, NV

Graphics Assistant September to October 2006

Performed rebranding of over 400 corporate forms to set standards in time for corporate rollout

Quick Signs Tustin, CA

Layout Artist March to June 2006

Created layouts for signs and banners

Helped customers to place orders, operate the website, and format artwork

Managed customer accounts, data entry of orders, and credit card processing

Lifetouch National School Studios Irvine, CA

School Photographer July to December 2005

Setup and operated photographic equipment

Benefit Funding Services Group Irvine, CA

Web Designer April to July 2005

Created and branded website to match business philosophy

Internships

Tuesday's Girls Modeling Agency

Seal Beach, CA

Photo-Retoucher February to March 2006

Managed images on agency website

Retouched and color corrected photographs

Sierra College for Kids Rocklin, CA

Camp Counselor Summer 2004

Education

AAS in Graphic Communications

Truckee Meadows Community College 2009

BA in Studio Art

Minor in Digital Art

University of California, Irvine 2005

Memberships

Sierra Graphics Network Member

References Available
Upon Request