

PAUL C. GIACHETTI

311 Towne House Village • Hauppauge, NY 11749
(631) 234-5602 • karnie@optonline.net

SUMMARY	A publishing professional with more than 17 years' experience as an art director and graphic artist, with expertise spanning numerous Macintosh desktop publishing programs.	
PROFESSIONAL EXPERIENCE	<p>Art Director 1996 to 2009 <i>Cygnus Business Media</i> (Melville, NY)</p> <ul style="list-style-type: none">• Provided complete layout and design for two monthly magazines, <i>Advanced Imaging</i> and <i>Locksmith Ledger International</i>; maintained contact with publishers, editors and production staff; created artwork (graphs, cover art, etc.); retouched photos; set up page files for CTP; and created ads, inserts, promos, media kits and other projects. <p>DTP III Artist 1997 to 2007 <i>Star Community Publishing Group</i> (Hicksville, NY)</p> <ul style="list-style-type: none">• Handled layout and design for <i>Shopper's Guide</i>, <i>Pennysaver</i>, <i>This Week</i>, <i>Marketeer</i> and other local publications; worked on black-and-white and color ads, from minor changes to creating new ads from scratch; scanned or created artwork; provided troubleshooting for ads failing to go through the dataflow system. <p>Graphic Artist 1993 to 1996 <i>Agrecolor Inc.</i> (Mineola, NY)</p> <ul style="list-style-type: none">• Created jobs ranging from business cards to four-color brochures and catalogs; designed layouts for various jobs; created logos; color-corrected and edited photos; sent approved jobs to film; maintained imagesetter and film processor; resolved system problems; managed art department when art director was out of the office.	
FREELANCE WORK	<p>Graphic Artist 1994 to Present <i>Bridge Holidays and Roberta Sez</i> (Brookville, NY)</p> <ul style="list-style-type: none">• Provide design work for a travel agency specializing in bridge cruises, as well as a local bridge instructor, both owned by the same proprietor; create ads, flyers, brochures, mailers, newsletters, books and other items; maintain company Web sites. <p>Art Director 2008 to Present <i>Hasslein Books</i> (Farmingdale, NY)</p> <ul style="list-style-type: none">• Supplied complete interior layout for fiction-based reference books for a local independent publisher. <p>Graphic Artist 2007 to 2008 <i>Duval Photo & Video</i> (Wantagh, NY)</p> <ul style="list-style-type: none">• Designed digital style coffee-table wedding albums using Adobe Photoshop.	
EDUCATION	<p>Associate's Degree in Applied Science May 1992 <i>College of Technology, SUNY Farmingdale</i> (Farmingdale, NY) Major: Graphic Communications Technology Coursework: Typography, Layout and Design, 4/C Printing, Desktop Publishing, Image Assembly, Printing Production</p>	
COMPUTER EXPERTISE	<ul style="list-style-type: none">• Well-versed in numerous Mac systems, including OS X• Specialized in Adobe Creative Suite (InDesign, Photoshop, Illustrator)• Familiarity with Dreamweaver, Quark and Multi-ad Creator• Working knowledge of Web design and creating graphics for the Web• Experienced at troubleshooting files from other sources• Good knowledge of digital cameras and photography	