

# Paul C. Giachetti

(631) 645-8881

paul@paulgiachetti.com

---

## WORK EXPERIENCE:

- May 1996 - Present     **Cygnus Business Media** - 3 Huntington Quadrangle, Suite 301N, Melville, NY 11747  
*Art Director - Advanced Imaging Magazine; Locksmith Ledger Magazine*  
Main duties include layout and design of monthly trade magazines on a Macintosh desktop publishing system, keeping in contact with remote publishers, editors and production people on each magazine to ensure everyone's needs are met, creating artwork, (graphs, cover art, etc.), retouching photos and setting up page files to be sent to CTP department. Other creative duties include: ads for clients, inserts, promos, media kits, and other miscellaneous jobs.
- April 1997 - January 2007     **DSA Community Publishing** - 250 Miller Place, Hicksville, NY 11801  
*DTP III Artist - Shoppers Guide, Huntington Pennysaver, This Week, Marketeer papers*  
Main duties include layout and design of black & white and color ads for local shoppers papers; from minor changes to creating ads from scratch. Also consists of scanning or creating artwork for ads. Minor duties include troubleshooting ads not going through the Dataflow System.
- September 1993 - May 1996     **Agrecolor Inc.** - 400 Sagamore Avenue, Mineola, NY 11501  
*Graphic Artist*  
Main duties include setting jobs, ranging from business cards to four color brochures and catalogs, on a Macintosh desktop publishing system, designing layouts for various jobs, creating logos, color-correcting and editing photos, and sending approved jobs to film. Other duties include maintaining imagesetter and film processor, collecting and organizing clip art and electronic clip art archives, organizing and backing up files, resolving problems occurring with system, maintaining and optimizing computer systems, updating existing programs and suggesting new programs to purchase, and running art department when art director is out or on leave.

## EDUCATION

- College of Technology at SUNY Farmingdale** - Farmingdale, NY 11735  
Associates in Applied Science Degree; May 1992  
Coursework in Graphic Communications Technology - Classes included Typography, Layout and Design, 4/C Printing, Desktop Publishing, Image Assembly, Printing Production.
- Massapequa High School** - Massapequa Park, NY 11762  
High School Diploma; June 1988  
Coursework in General Studies

## OTHER

- 15+ years experience working on Mac-based graphics systems.
- Freelance graphic artist, working out of home. 14 years working with Bridge Holidays, a travel agent specializing in Bridge cruises, and Roberta Sez, a Long Island-based Bridge instructor.
- Freelance work for Photography Studio, using wedding photos to create spreads in Photoshop to be used in table-top Wedding books.
- Tutored and Troubleshoot/Consult Macintosh Systems; have also tutored Quark Xpress Basics. Currently troubleshoot InDesign issues in Cygnus' Art Department.
- Own a G4 17" Laptop with OSX, Epson Photocolor Printer and HP Laser Printer.
- Well versed in Mac Systems (including OSX) and the Adobe Creative Suite (InDesign, Photoshop & Illustrator). Also familiar with Adobe GoLive, Quark, Multi-ad Creator.

## SALARY REQ.:

\$55,000+/year with medical and 401K package.

---