



Heidi Bryant

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Professional Experience

Production Specialist – settingPace (Winona, MN) 8/07-2/08

- Coordination of K-12 textbook ancillary production including supervision of projects between production crew in India, translators in Ohio, and clients such as Glencoe and Prentice Hall
- Book production including page composition, typesetting, creation of graphics, etc.

Freelance Graphic Designer & Marketing Assistant (MA, CO, GA, & MN) 1/96-present

- Ad design and layout for “Coffee News” weekly publication and an area phone directory
- Design of collateral materials such as business cards, brochures, etc.; web design; logo design
- Customers included three commercial printers and several small businesses
- Marketing for dance studio including brochure layout, editing, printing; bulk mailing; program layout; ad preparation; accounts receivable/tuition collection; student management including design and maintenance of database, registration, etc.

Computer Instructor – Assabet After Dark (Marlboro, MA) 3/95-12/97

- Adult Instruction in MS Word, MS Excel and PageMaker

Marketing Administrator – Adams-Smith (Hudson, MA) 1/95-12/95

- Development of marketing materials including brochures, catalogs, price lists, etc.
- Design and implementation of customer database used to track leads, contacts and sales
- Design, layout and production of ads for national publications

Marketing Manager – Connecting Point Computer Center (Lawrence, KS) 10/90-8/94

- Marketing and telemarketing planning, design and coordination
- Supervision and training of administrative support staff; Accounts Receivable; sales support
- Organization of special marketing projects, seminars and events
- Planning, desktop publishing, copy writing, layout, placing, and filing of cooperative advertising claims for ads, flyers, brochures, and other marketing pieces
- Coordination and implementation of community service projects
- Policy manual preparation, form creation, various office management projects

Office Manager – North Decatur United Methodist Church (Decatur, GA) 2/89-9/90

- Preparation of weekly newsletter, bulletin, flyers; general office management

Music Director – Kelly’s Chapel United Methodist Church (Decatur, GA) 8/88-12/89

Education

Agnes Scott College – Decatur, Georgia

- Degree: Bachelor of Arts in Music, December 1987 – Graduate with Honor (G.P.A. 3.5 on 4.0 scale)
- Honors: Emma Baugh Scholarship in Music, Nanette Hopkins Scholar in Music, Reba Vaughn Mickel Scholarship

Sessions Online School of Design – New York, NY

- Degree: Certificate in Graphic Design, July 2006

Computer Skills

- InDesign CS3
- Photoshop CS3
- Illustrator CS3
- PC and Mac
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- QuickBooks Pro

Professional Classes

- “Copy Editing and Proofreading”
- “Project Management”
- “The Basics of Direct Mail”
- “21 Ways to Market Your Business”