

**Shelley Schreiber**

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**Present Employment:**

Principal, Schreiber Design — [www.3pelicans.org](http://www.3pelicans.org)

**Qualifications**

Understanding, respect and sensitivity to diversity in the workplace. Extensive experience in marketing communications design and development in corporate, non-profit and educational environments. Strong conceptual, communication, administrative and organizational skills. Staff, client and vendor management skills. Up-to-date web and print design/production skills. Energy and initiative to problem solve. Flexible work style. Give and take direction well.

**Technical Skills**

Expertise in Mac OS X and PC computer operation; web concepts, design and authoring with HTML, PHP/MySQL database development, CSS, Javascript, BBEdit and FTP programs; publications design and illustration using Adobe Photoshop, Illustrator, In Design, QuarkXpress; Microsoft Office software, (PowerPoint, Excel, Word); create and edit interactive, multimedia and video projects using Adobe Flash, iPhoto, iMovie, Adobe Premiere, Audacity (sound editing); Autodesk Maya 3D coursework.

**Employment History**

- *Web & Print Design Coordinator, Marketing Communications Office, Foothill College, Los Altos Hills, CA*  
Worked independently and as part of a team to coordinate, design, produce and author web and major print materials. Developed and maintained graphic identity of college website and marketing materials. Webmaster for Celebrity Forum ([www.celebrityforum.net](http://www.celebrityforum.net)). Strategized content and concepts with marketing team. Interfaced with faculty, staff and administrators district wide, to determine audiences and develop and produce graphic concepts for marketing materials. Obtained vendor quotes, negotiated and approved print production contracts and managed vendors. Retired from Foothill College.
- *Production Manager, Raychem Corporation (Menlo Park)*
- *Supervisor, Graphic Design, Tymeshare/McDonnell Douglas (Cupertino)*
- *Graphic Designer, Texas Instruments (Lubbock, TX)*
- *Production Artist, Landor Associates (San Francisco, CA)*

**Education**

- 72 Units: Accounting, Business Law, Math, Digital Media courses, Foothill College, Los Altos Hills, CA
- Autodesk Maya 3D and 2-D animation coursework, Cañada College, Redwood City, CA
- MFA in Painting, The American University, Washington, DC
- BA cum laude in Art, The American University, Washington, DC

**Certificates & Awards**

- Certificate, Santa Clara County Mediation Program, CA
- League for Innovation Award for creative work on first Foothill College website and FHDA Tech Team activities
- First Prize, Bay Area Rapid Transit (BART) 10th Anniversary Poster Contest sponsored by BART, San Francisco, CA

**References on request**

E-portfolio available online at <http://www.3pelicans.org/>