

**Doris Bruey**

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## summary of skills

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**Graphic Design**

- Advanced knowledge of Adobe InDesign, Photoshop, Illustrator, and Acrobat
- Intermediate knowledge of Adobe Dreamweaver and After Effects
- Strong sense of typography, composition, and production
- Developed corporate brand for United Electric Supply
- Collaborated with the marketing team to create and translate ideas into visual designs for print while maintaining corporate brand for United Electric Supply
- Educated/assisted co-workers in the use of Adobe Creative Cloud at United Electric Supply
- Created digital files from print design files for use on website and social media campaigns for at United Electric Supply
- Acted as Art Director on fifteen main text titles per year for Harcourt College Publishers
- Researched stock photo images appropriate for project use
- Supervised freelance designers in the production of cover design and artwork at Harcourt College Publishers
- Reviewed art manuscript, solicited competitive bids, and developed style and procedures for interior book sample art at Harcourt College Publishers

**Project Management**

- Acquired vendor cost estimates for print projects; selected an appropriate vendor
- Created and communicated schedule with manufacturing vendors through to deliverable
- Participated in creating project production procedures for the Marketing Department
- Developed media department functions with the assistance of the Director of EDP for Harcourt College Publishers
- Acted as primary liaison between editorial and production departments for media projects for Harcourt College Publishers
- Advised on production plans for various print and media product
- Acted as production manager on two main text titles per year for Harcourt College Publishers
- Acted as print buyer on 43 Medicare government program projects within a three-month period for Independence Blue Cross
- Negotiated production pricing with vendors to streamline vendor production and manufacturing costs.
- Communicated with vendors and internal customers to ensure attainment of product goals.
- Conducted print RFP for Independence Blue Cross
- Established FTP procedures to upload printer files for Independence Blue Cross
- Initiated and implemented vendor performance database for Independence Blue Cross

**Other**

- Skilled with Microsoft Office programs
- Participated in author signing meetings at Harcourt College Publishers
- Provided consultation on editorial, design, and production topics for Florida State College

- Identified and researched professional artists related to the instructional topic at Rowan University
- Coached students in best practices to complete graphic design projects at Rowan University
- Compiled handouts and led demonstrations on specific tools, processes and techniques required for student projects at Rowan University
- Led critique discussions analyzing student work and made suggestions for improvement in conjunction with the professor at Rowan University

## professional experience

### **Graphic Designer** (Contracted)

United Electric Supply—New Castle, DE  
April 2017–January 2018

### **Graphic Designer**

DB Graphic Design Services—Sewell, NJ  
July 2003–August 2017

### **Visual Identity Teaching Assistant** (Volunteer)

Rowan University—Glassboro, NJ  
September 2014–December 2014

### **Production Policies and Procedures Consultant** (Contracted)

Florida State College Office for Instructional Design—Jacksonville, FL  
October 2011–December 2011

### **Print Buyer** (Contracted)

Independence Blue Cross—Philadelphia, PA  
July 2008–April 2009

## higher education

### **Rowan University**, Glassboro, New Jersey

BFA, Specialization in Graphic Design; Minor in Art History  
Summa Cum Laude  
Graduation: December 2014

### **Moore College of Art and Design**, Philadelphia, Pennsylvania

Major: Graphic Design  
September 1985–December 1986

### **New York Institute of Technology**, Old Westbury, New York

Major: Graphic Design  
January 1983–December 1984

## professional development

- Leadership 2000—Zenger/Miller
- Project Management I and II—Michael Dobson
- Color Management I and II—York Graphic Services
- Electronic File Preparation—York Graphic Services
- Adobe Acrobat—RR Donnelley