

January 11, 2007

With experience in developing, designing, and producing error-free and cost-effective marketing collateral, I can say that I have experience unequalled by many in the field. Recently, I have been working contract jobs through The Creative Group and Clearpoint Creative. I worked for Foley's Department Stores, Inc. as Senior Designer - Direct Mail/Special Projects until May 1, 2006 when our direct mail production was closed.

My background demonstrates my capabilities in creating, designing, producing and ultimately, delivering error-free marketing collateral. I am up-to-date on the latest equipment, design software, and processes necessary to keep in synch with current technologies and design methods. Please read on.

I am a Creative Project/Production Manager with more than 18 years experience. I am looking for a fit with an established company where I can use my skills to help make an impact on the bottom line. A majority of my experience centers on print collateral. Over the past six months I have brushed up on my designing skills by taking courses at Houston Community College, and have learned Dreamweaver v.8 and how to code and script for web publication.

I have a proven record of professionally producing high quality concept work including outdoor advertising, newspaper ads, catalogs, employee newsletters, brochures, in-house needs, and more is in place. Working in creative concept, research, writing, design, production, and pre-press has provided excellent coordinating abilities. The experience gained while working in a press shop and creating the art, the plates/film and then checking the press run on a daily basis was invaluable.

My current favorite tools are: QuarkXPress 7, Adobe's InDesign CS2, Photoshop CS2, Illustrator CS2, Image Ready, DreamWeaver v.8, Freehand 8, Fireworks v.8, Apple's TextEdit, XMLSpy, BBEEdit. I am more than adept at other composition, design, mail and utility applications including MS Word and MS Power Point, image/data storage and retrieving software, pre-press software, and Mac OS systems. MS Excel is also quickly becoming a tool that I depend on for certain projects.

Learning XML, HTML, XHTML, CSS, some DHTML script and Dreamweaver MX v. 8 the past year has lifted my skill set, my enthusiasm, and my value to a new level.

I recently completed courses in XML; which is scripting of web sites and databases; a technical composition course targeted to electronic media needs; and a computer design course.

I am now learning Flash through tutorials and www.Lynda.com's instructional videos and have signed up for a Spring 2007 course in Flash (2-Dimensional Animation) that begins January 16, 2007 at Houston Community College.

My skills and education include, but are not limited to, a Bachelor's degree from the School of Communications at Texas State University with a minor in Photography. I am currently working on an Associates Degree in Applied Science - Digital Communications/Web Publishing Specialization.

I thrive working at a quick pace while paying the utmost attention to detail. I find this exciting - this is what I enjoy and excel at doing.

My portfolio is available for viewing by the following means: my web site (www.grantholtcreative.com), as a multi-page PDF file, as a Power Point presentation and, of course, in person.

I look forward to hearing from you.

Sincerely:
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