

Belinda Kveen

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St Paul, MN 55117
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Education

Roseau Community School Roseau, MN
General Education

College of Visual Arts St. Paul, MN
Communications & Design Major Bachelor of Fine Arts

Special Skills

As a Designer I am skilled in Adobe CS3 Design suite including: Illustrator, Photoshop, InDesign, Flash and Dreamweaver. I am also proficient in Adobe Captivate, Sony Sound Forge and Microsoft office. In the past 10 years I've worked on a variety of platforms both Mac and PC.

Work Experience**NorthStar Capital Markets, St Paul, MN 2006-Present**

Graphic Designer

As a Graphic Designer my responsibilities include: Creative services such as designing brochures, postcards, PowerPoint presentations and online tutorials. Other responsibilities include administrating web usability tests and creating rapid prototypes. I also over see printing and production of any project. I work with a team of designers, developers and vendors to ensure the quality of the materials is outstanding.

Mod & Co, St Paul, MN 2006

Junior Designer

I worked with the art director throughout the creative process. In this position I created print ads, business systems, banners, brochures, billboards and web site designs for a variety of clients.

Bon Appétit at Macalester College, St Paul, MN 2001-present

Retail Manager

As Retail Manager I was responsible for marketing current café and catering promotions by direct mail and brochures. I worked with the Operations Director to coordinate and advertise student events involving the café. As head of our award winning safety committee, I was responsible for all current safety promotions and programs. I managed a crew of up to thirty employees and was responsible for hiring and training new staff. My other responsibilities included recording weekly inventory, completing daily paperwork and handling cash as well as programming of cash registers. I also ordered supplies and worked with vendors to maintain high standards.

Bon Appétit TFS, Minneapolis, MN 1997- 2001

Cafe Evening Supervisor

I helped create Café marketing materials, coordinated seasonal décor, organized monthly newsletters and created new menu format. I supervised a crew of seven or more employees. I planned and prepared weekend menus and trained new staff. Other duties included, assisting with weekly inventory, opening and closing the restaurant.

S4 Design Minneapolis, MN 2000

Graphic Design Intern

As an intern, I assisted in production of documents and layouts, organized files for output, loaded and tested new software and hardware, Archived and organized finished projects. I also created a company production manual.

College of Visual Arts St. Paul, MN 1998

Spring Semester Computer 2 Teaching Assistant

I aided students when teacher was unavailable, Filed any necessary paperwork. I often helped design lesson aids for use in class and assisted with class demonstrations.

Fallon Mc Elligott, Minneapolis, MN 1996

Web Accuracy Tester

I was Responsible for viewing current and in progress web sites to ensure proper links have been established. I recorded any malfunctions with the sites tested & timed download times on several platforms to ensure accuracy & availability.