

# EDWARD DIXON PRIDDY, II

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Edmond, Oklahoma 73003  
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## SUMMARY

**Graphic Arts Professional** with experience and education in the orchestration of promotional materials to enhance organizational marketing efforts. Expertise in designing materials, creating bids, printing, and illustrating. Excellent project management and presentation skills.

## PROFESSIONAL EXPERIENCE

### **Desktop Publisher                      2003 – Present**

#### **National Center For Employee Development, Norman, Oklahoma**

Coordinated the production of nationally distributed training materials.  
Responsible for the creation and editing of instructional materials using desktop publishing Tools.  
Created a brochure template designed to establish a unified marketing campaign.  
Designed and maintained the internal web site for the Desktop Publishing team.  
Assisted in the creation of web-based training using Flash.

### **Graphic Artist                              1999 – 2003**

#### **OKLAHOMA CITY PUBLIC SCHOOLS, Oklahoma City, Oklahoma**

Orchestrated marketing and promotional efforts to enhance community involvement in school related activities and events.  
Designed brochures, forms, promotional materials, newsletters, and publications.  
Oversaw and created bids to outsource print jobs.  
Supervised two color processes including the creation of film negatives, plates, and printing.  
Orchestrated proofs and press checks with in-house and outside vendors.  
Maintained and updated district web page.  
Coordinated with outside agencies to develop, design, and publish newsletters and brochures.  
Designed and supervised the publication of a four-color calendar / handbook.  
Participated in the development, production, and editing of a 30 minute television program.  
Created static and animated effects for a 30 minute television program using Adobe, Macromedia, and 3-D animation applications.

### **Technical Support Representative                      1997 – 1999**

#### **AMERICA ONLINE, Oklahoma City, Oklahoma**

Provided customer support by answering technical questions concerning Internet service.  
Assisted in training new hires on difficult issues.  
Maintained an excellent call record by answering questions efficiently and effectively.

## EDUCATION

Bachelor of Arts, Graphic Design, **2000**  
UNIVERSITY OF CENTRAL OKLAHOMA, Edmond, Oklahoma

## TECHNICAL SKILLS

Familiar with Macintosh OS and Microsoft Windows

Flash	Illustrator	Photoshop	Microsoft Office
InDesign	ImageReady	Adobe Premiere	Studio Pro 3D
Dreamweaver	GoLive	Adobe Acrobat	Fireworks