
Desktop Publisher Resume

Job Objective

To obtain a Desktop Publisher position in a highly reputed organization.

Highlights of Qualifications:

- Highly experienced in graphics creation and desktop publishing activities
 - Sound knowledge of document formatting, proofreading, and scanning procedures
 - Immense knowledge of computer graphics, image editing, and document printing practices
 - Proficient in using Microsoft Office and Adobe Creative Suite
 - Ability to supervise and manage all assigned desktop publishing projects, efficiently
 - Ability to communicate with clients regarding electronic publishing issues, in a positive manner
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Professional Experience:

Desktop Publisher
Oceania Cruises, Boston, MA
August 2012 – Present

Responsibilities:

- Produced and published high quality electronic and hard copy documents.
- Created and implemented text and graphic templates and guidelines.
- Edited, corrected, and verified all completed work, in a timely manner.
- Tracked and maintained the electronic copies of all files and documents.
- Ordered and maintained the inventory level of all needed office supplies.
- Interacted and worked with project coordinator, editor, and other staff members, positively.

Desktop Publisher
Abt Associates, Boston, MA
May 2009 – July 2012

Responsibilities:

- Prepared, formatted, and published a variety of documents, as needed.
 - Created, edited, and delivered PowerPoint presentations, spreadsheets, and Gantt charts, on time.
 - Ensured document quality and conducted proofreading activities.
 - Prepared and edited graphics using editing software such as Photoshop, and Illustrator.
 - Mentored new employees and instructed them on the company's standard formatting practices.
 - Interpreted and followed company's standards and RFP requirements, as applicable.
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Education:

Bachelor's Degree in Graphic Design
Barstow College, Barstow, CA

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