

ANITA M. SCOTT or (ANEITA MOBLEY SCOTT)

1714 Truman Drive, N.E. ■ Huntsville, Alabama 35801

Home 256-533-9633 ■ Cell 256-508-9633

EDUCATION

Virginia College of Huntsville – Huntsville, Alabama

Associate of Applied Science, Web Design and Development, GPA 4.00 (Graduation September 2008)

Faulkner University – Huntsville, Alabama

Studied computer programming, business management and accounting

University of Montevallo – Montevallo, Alabama

Worked toward a music major in addition to studies in art, psychology, history and economics

Cullman College – Cullman, Alabama

Associate of Arts Degree, Member of National Honor Fraternity

SKILLS

Supervisory

- Responsible for the hiring and personnel management of up to 15 employees
- Organized, scheduled and coordinated workflow with employee qualification considerations
- Implemented quality control measures
- Trained employees in operation of graphics software and electronic publishing systems

Technical

- Researched, installed, and maintained computer networks consisting of Macs, PCs, laser printers, color printers, scanners and high resolution output devices
- Designed and produced art for a wide range of deliverables including but not limited to complex boxes, folders, CD disc creations (including die-cutting and scoring art), logo design, website design, forms, and style guides
- Created websites using HTML, CSS, SSI, Flash, and PHP application server technologies
- Understand file types and resolutions; convert files as needed for both printing and web
- Proficient in Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Fireworks, and Adobe Premiere and After Effects
- Awarded the CIW Associate Certification

Communication

- Provided graphic design services for individual customers, printers and print brokers
- Consulted with clients to ensure they get the product or service they want
- Trained customers and employees in the use of software programs
- Evaluated employees in performance reviews
- Coordinated communication between managers, employees and government representatives

EMPLOYMENT

Owner and Operator, September 1993 to Present

Scott's Graphix Plus, Inc. – Huntsville, Alabama

Manager of Graphic Arts Division, August 1986 to September 1993

Bransby Productions – Huntsville, Alabama

References available upon request