



4112 D Skate Ct., Great Lakes, IL 60088

312-459-7954 • tgorjobsearch@yahoo.com • www.timothygordon.org

- **Education**

Dominican University; River Forest, IL
Masters of Library & Information Science

Southern Illinois University; Carbondale, IL
B.S. in Journalism with a concentration in Advertising; English Minor

- **Skills**

Customer Service (with children & parents), Art & Design, Organization, Computers & Technology, Broad Film & Music Knowledge, Marketing & PR, Writing & Editing

- **Computer Toolbox**

Primary: Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Quark XPress, Multi Ad Creator, Filemaker

Secondary: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML & CSS

- **Relevant Experience**

Leading Lawyers Magazine (2013-present)

Art Director: designed advertising, both internally and externally, photo retouching and manipulation, plus layout and design of quarterly magazine.

Performance Media (2013)

Graphic Designer: designed advertising, plus layout and design of magazines/programs for such venues as Ravinia, Lyric Opera, Harris Theater, Kohl Children's Museum, etc.

What's Happening Community Newspapers (2010-2012)

Production Manager: designed all advertising, including promotional ads, as well as all page layout; professionally enhanced the look of all publications

Pioneer Press (1996-2010)

Production Manager: oversaw all advertising art teams, page layout and pagination teams, and the digital advertising team, a total of fifteen employees

Advertising Graphic Artist Team Coordinator: supervised graphic arts team of seven; organized work flow to ensure prompt deadline delivery

Advertising Graphic Artist: designed advertising for print media to advertising sales reps specifications

Publications International, Ltd. (2006-2007)

Pre-press Specialist: acted as liaison between artists and printers for internationally-known book publisher; gathered all print materials, converted to acceptable digital files and delivered to overseas printers