

EXPERIENCE:

2007 – present **Press Banner** *Graphic Designer*

Currently designing ads and page layouts for a weekly newspaper that serves Scotts Valley and San Lorenzo Valley

1993 – present *Freelancer*

Currently designing and producing marketing materials, ads and web sites as Mountain Design Company.

Published editorial work includes feature stories in local newspapers and magazines.

Responsible for all phases of publishing San Lorenzo Valley Business Directory, print and web, a seasonal business acquired in 2006.

1999 – 2001

Ruddle Creative San Jose, CA *Graphic Designer*

Worked on design and production of marketing materials, including web sites, for arts organizations, hi-tech companies, banks, hospitals and research firms.

Functioned as writer, editor and account representative for select clients.

1997 – 1999 **Coakley Heagerty Companies, Ltd.** San Jose, CA *Production Manager*

Managed print, radio and Internet production.

Served as a production artist, hiring manager for creative talent, a liaison with outside vendors and print buyer.

Supervised traffic and estimating for all production jobs.

1996 – 1997 **Trend Micro, Inc.** Cupertino, CA *Marketing Coordinator*

Managed an annual events program of more than 100 engagements. Responsible for event selection, budgeting, preparation, logistics, participation, promotion.

Designed and created presentations for speaking engagements and sales proposals.

Managed print buying and performed production artist tasks.

1993 – 1996 **Zircon Corporation** Campbell, CA *Media Coordinator*

Established and managed a successful public relations program. Duties included writing and editing corporate copy, being a media liaison and a public information source.

Art directed marketing materials, including audio and video.

Managed advertising and public relations agencies, artists, photographers and printers.

EDUCATION:

Certificate in graphic design, UCSC extension, Cupertino, CA, 2002.

BS journalism and mass communication, fine art minor, San Jose State University, 1994.

SPECIAL SKILLS:

Cross-platform
Adobe CS
QuarkXpress
Photography
Fluent in Russian

PROFESSIONAL AFFILIATIONS:

Board Secretary
San Lorenzo Valley
Chamber of Commerce

Co-founding member of Best of the Best networking group that meets bi-monthly in Santa Cruz.

OBJECTIVE:

Seeking graphic design and production opportunities, to diversify my workload and increase work hours.

Kira Ruvo

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