



To Whom It May Concern:

The graphic design industry has a seemingly bottomless influx of designers, a cacophony of bright eyed students and experienced professionals all thrown into a proverbial melting pot. Finding the right designer in this swarm of talent is an endurance race, not the quick sprint often required of filling a job opening. Each company requires a specific skill set mixed with the right temperament, experience and work ethic.

I believe that I have both the advanced skill set combined with years of experience, as well as an agreeable personality, to fulfill a Graphic Designer position with your company. I am hard working, attentive to needs and deadlines, and willing to go the extra mile. I have both freelance and in-house design experience, spanning both graphic and web design. Aside from being punctual, I am willing to work extra hours should it be needed.

I would love to discuss this opportunity with you more at your earliest convenience. Please feel free to call 484.769.2831 or email mel@melissalobachdesignstudio.com at any time. Thank you for your time and I hope to speak with you soon.

Sincerely,

Melissa Lobach

melissa lobach design studio
211 east main st, apt 4
new holland, PA 17557
484.769.2831
mel [at] melissalobachdesignstudio.com



EDUCATION

Associate in Specialized Technology Degree: Graphic Design
Berks Technical Institute, Wyomissing, PA
GPA: 4.0

Certification in Web Design
Penn State Berks, Wyomissing, PA

AWARDS

Director's Award: 8 terms
Perfect Attendance: 8 terms
Student of the Month: October 2005
Valedictorian: Spring Class of 2007

SPECIAL SKILLS

Highly proficient in Adobe Creative Suite, Adobe Acrobat, Quark XPress, Macromedia Freehand, Macromedia Flash, Macromedia Director, Macromedia Dreamweaver, Lightwave, Microsoft Frontpage, and Microsoft Office Suite. HTML, PHP and CSS coding experience, including SQL. Equally efficient on Mac and PC platforms.

WORK EXPERIENCE

OWNER / CREATIVE DIRECTOR / DESIGNER

Melissa Lobach Design Studio
January 2009 - Present

Sole-proprietor of Melissa Lobach Design Studio, providing freelance graphic and web design services. Clients include NHLGametag.Com, The Brister Group, CJ Rooter, The Berks County Chapter of the American Red Cross, WetPaint Inc., Brandywine Graphic Associates and FesslerUSA.

FREELANCE WEB & GRAPHIC DESIGNER

2000 - Present

Web and graphic design jobs including websites, brochures, business cards, logo creation and online marketing campaigns for various companies and individuals, including American Music Theatre, Spot On Designs, Pawnshop Roses and Nye Design Studio.

IN-HOUSE GRAPHIC DESIGNER

GoggleWorks Center for the Arts
Reading, PA
April 2006 - September 2008

Solitary graphic designer and webmaster with duties including design of advertisements, brochures, business cards, catalogs, postcards and other miscellaneous projects. Direct interaction with relevant staff members on all projects. In charge of advertising schedules, reservations and artwork submission, as well as point person for internal advertising opportunities to the public. In charge of website design, development and maintenance. Supervisor of design interns, including scheduling, art direction, evaluation and team work. Additional duties include building a relationship with printers and working directly with them on every project, marketing involvement, photography and vinyl cutting.

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REFERENCES

MARGARET UPHAM, PR & COMMUNITY RELATIONS

Development Secretary III
Albright College
610-921-7500
mupham@alb.edu

EMILY HAMMEL-SHAVER, PR & COMMUNITY RELATIONS

66 Old Company Road
Barto, PA 19504
215.356.3143

MATT LIGHT, PRINT REPRESENTATIVE

122 Mountain View Road
Reading, PA 19607
610.236.4725

JAYME MILLER, REFERENCE OF PERSONAL CHARACTER

1829 Liberty Avenue
Kenhorst, PA 19607
610.777.8556

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