

Roxanne Aubrey Marina

PRINT PRODUCTION MANAGEMENT >> PRODUCTION ARTIST >> GRAPHIC DESIGNER >> ILLUSTRATOR

INDEPENDENT PRODUCTION ARTIST/DESIGNER/ILLUSTRATOR >> Various 1/11 to present roxannemarina@gmail.com
917.599.8805

Production & design clients: The Jewish Federations of North America, Hillview Urban Agriculture Center, The City of La Crosse, Great River Shakespeare Festival, Sauk Prairie Conservation Alliance, Metropolitan Council on Jewish Poverty, The New Jewish Home, Max & Louie Productions. Illustration clients: Max & Louie Productions ("The Violet Hour"), VagabondJourney.com, huppytheanarchist.com, Great River Shakespeare Festival Will Run 5K. Web design: peter-marina.com, huppytheanarchist.com, hillviewuac.org, downandoutneworleans.com

P/T ADMIN/MARKETING >> Hillview Urban Agriculture Center, La Crosse, WI 12/16 to present
Create and manage member database. Create emails for regular member drives, follow up with donor thanks and tracking. Maintain and track statistics for relevant information needed for the grant application process. Design and distribute online newsletter. Maintain facebook presence. Design annual report. Design presentations, printed materials and signage as needed. Manage photo library, invoicing, and file systems. Maintain newly designed brand standards across all platforms. Design and maintain website: hillviewuac.org.

PRODUCTION MANAGER >> The Jewish Federations of North America, NY, NY 5/00 to 12/10
Managed all aspects of production for a large non-profit organization, producing materials for various national campaigns and international meetings. Provided production schedules for in-house clients. Maintained and tracked inventory of items produced for all of the federations across North America. Maintained corporate identity in all printed materials. Conducted vendor searches, accepted and analyzed bids and quotes. Tracked costs. Advised Art Department on digital art and production. Created, finalized and released mechanicals. Evaluated proofs. Supervised printers on press. Advised company regarding equipment and software purchases. Maintained network of Mac computers.

ART/PRODUCTION DIRECTOR >> Newborn News Magazine, Staten Island, NY 2/99 to 8/00
Co-owner of magazine. Managed production and art direction of all aspects of 4/C saddle-stitched quarterly and its accompanying web site. Analyzed and minimized production costs. Managed editorial content. Conducted vendor searches and evaluated quotes. Created and managed marketing plan. Produced and designed promotional items.

PRODUCTION MANAGER >> Prism Marketing and Communications, NY, NY 6/98 to 5/00
Managed all aspects of production for a studio with products ranging from coffee mugs to seven-color brochures. Provided production schedules for account executives. Trafficked files from creation to mechanical stage. Conducted vendor searches, accepted and analyzed bids and quotes. Tracked costs. Advised Art Department on digital art and production implications. Color corrected and retouched high-res images. Created, finalized and released mechanicals. Evaluated proofs. Supervised printers on press. Supervised assistant. Maintained back-up system. Managed network of Mac computers. Advised company on equipment and software purchases.

DIRECTOR OF PRODUCTION >> Brooklyn Bridge Magazine, Brooklyn, NY 3/97 to 3/98
Organized and managed production of all aspects of 4/C perfect-bound monthly. Managed ad design and trafficking. Managed the production of special promotional items: conducted vendor searches, accepted and analyzed bids and quotes. Supervised printer on press. Supervised assistant and ad designer. Produced, designed and maintained web site that was updated monthly. Analyzed and minimized production costs. Created monthly mock up. Managed network of 25 PowerPC computers. Maintained back-up system. Advised Art Department on digital art. Designed advertisements as needed.

PRODUCTION ARTIST >> Guy Conti Art & Design, Estée Lauder, Bozell, NY, NY 4/95 to 6/98
Created digital production art for major cosmetic companies such as Estée Lauder, Avon and Elizabeth Arden. Work entailed: creating diestrikes with bleed for primary and secondary components, setting up electronic plates for embossing, debossing, stamping and silk-screening, fine-tuning art for high-end printing, ensuring final mechanicals complied with domestic, international and product-line specs. Assisted in redesign of product lines. Set-up graphics for screened comps.

ART/PRODUCTION DIRECTOR >> Brooklyn Journal Publications, Brooklyn, NY 2/92 to 7/95
Created layouts and designs for monthly Brooklyn Woman (4/94 - 8/95) and weekly Brooklyn Record. Duties included all pre-press production on the PC using Quark, Photoshop, and assigning material to illustrators and photographers. Typeset for other publications. Designed advertisements. Created mailing database. Supervised printer on press.

MULTIMEDIA PRODUCTION ARTIST >> K2 Design, Contentware, NY, NY 8/94 to 3/97
Organized and optimized art for web sites, cd-roms, kiosks, and print material. Assisted in design of layouts, banners, and screens. Created Powerpoint presentations. Created graphics for print.

PROGRAMS

Indesign
Quark
Illustrator
Photoshop
Dreamweaver
Word & Excel
Filemaker Pro
Powerpoint
CSS & JQuery
(editing only)

OTHER SKILLS

Letterpress printing
(1925 C&P 10x15 Platen
Press, 5X8 Kelsey
tabletop platen press
and Vandercook
proof press),
Hand binding of books

EDUCATION

M.S.:
Earth Systems Science
New York University
Graduate Fellow
New York, NY

B.A.:

Biochemistry
Case Western
Reserve University
Cleveland, OH

REFERENCES & PORTFOLIO

Available upon
request.