ROXANNE MAPP

(914) 740-5609

roxannecatherine@gmail.com

OBJECTIVE

A position where my web, graphic design, administrative, communication skills and experience will contribute to the success of the organization.

SUMMARY OF QUALIFICATIONS

- Proficient in the use of the following programs: Adobe Illustrator 10, Adobe Reader 6, Photoshop 7, Quark Xpress 5.0, Corel Draw 11, Microsoft Word, PowerPoint.
- Strong managerial, supervisory and organizational skills.
- Project and detail oriented team player with the ability to handle multiple tasks simultaneously.
- Proactive to anticipate needs and solve problems.
- Web content management.
- Remarkable ability to work independently and to exercise discretion in the absence of specific instructions.

PROFESSIONAL EXPERIENCE

12/98 – Present **Library Graphics Specialist**
New Rochelle Public Library, New Rochelle, NY

- Maintain the library's web site, managing content and posting new photographs regularly.
- Creative concept and execution of programs, book displays, logos, library business cards, library stationery, signage, brochures, forms, flyers and posters.
- Provide technical graphics and computer expertise to other staff members as required.
- Interact with vendors to monitor project progress and ensure completion of assigned projects in a timely and cost effective manner.
- Maintain consistent quality and proper documentation of all files while making sure files are built correctly for print and multimedia.
- Design and coordinate production of a twelve page monthly newsletter, published both on paper and via the Library's website.
- Supervised library pages, interviewed, hired, trained and prepared page hours for payroll, conducted page performance evaluations.

EDUCATION

2008 MLS, Pratt Institute, New York – currently enrolled
2007 Bachelor of Arts, Liberal Arts (Communications), College of New Rochelle, New Rochelle, NY
2007 Participation Certificate, Ramapo Library System, Newsletters & Flyers Workshop
2006 Website Development Workshops, Metropolitan New York Library Council
2003 Associate Degree, Visual Communications, Katharine Gibbs School, New York, NY
1995 Management Certificate, Covey Leadership Center, Trinidad, WI

REFERENCES

Available upon request**.**