

# Marcie Braden

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## Education

Bachelor of Arts in History, Vassar College, 2003

## Experience

**Clearly Mosaic Small Business Web Sites**, Web Designer and Account Manager, Jun 06 - Current

- Sought out new clientele, met with potential clients; assembled proposals and quotes
- Served as point of contact for Clearly Mosaic clients, via email, telephone and personal meetings
- Responsible for all designs and visual aspects of web sites
- Hand-coded XHTML and CSS for all web pages
- Provided and edited initial content for sites based on client needs

**Independent Contractor**, Design Production, Jun 06 - Current

Designed and edited: full color brochures, letterhead, promotional flyers, leaflets, charts, diagrams, in-house advertisements, menus, coupons, flyers, signs, desktop wallpaper, DVD branding, logos, advertisements and business cards. Some of my clients are:

- Park at Davidson Realty
- Buzz Foster Realty
- Tony Guerrero, author, *Killer Poker by the Numbers*
- Vassar College Dining
- Wake Forest Catering, Aramark
- Collin Moshman, author, *Sit 'N Go Book*
- Torrington Feis
- McArdle Schools of Irish Dance

**Mnephonics Institute**, Editor, Jan 07 – Dec 07

- Wrote and edited SAT, ACT, and CST solutions
- Created worksheets, test files, and answer sheets; created and edited graphics for website, and various print materials

**Medical Billing Systems / Emergency Medical Associates**, Designer, May 04 - May -06

- Developed new, more efficient ER chart system consisting of 40+ medical templates
- Design production, layout, custom drawings, detailed research, and consultations with ER doctors and billing experts for more efficient charts
- Wrote reports and presentations; designed letterhead, envelopes, reports, CVs, resumes, and other in-house materials

**The Miscellany News**, Editor-in-Chief, Jan 02 - Dec 02

- Established and compiled new standards for content, layout, and production in 75-page style guide garnering positive recognition from students, administrators and trustees
- Oversaw finances, production, and Executive Board meetings; developed story ideas, edited other's work for content, wrote articles for features, news and sports

**The Vassarion**, Design and Layout Editor, July 02 - May 03

- Designed all layouts and content for 300+ page yearbook, including cover
- Wrote copy, captions and introductions

## Skills & Interests

- Adobe In-Design, PageMaker, Photoshop, Illustrator, Image-Ready, Acrobat Professional, Quark Xpress 5.0
- Microsoft Word, Excel, Power Point
- CSS, HTML, XHTML, Edit Plus
- Digital Photography
- Cooking, Catering
- AWPM: 95+

For more information and samples of my work please visit my website: [www.marciebraden.com](http://www.marciebraden.com)