

Lillian Butler

design@bylillian.com

Summary of Qualifications

- ◆ Proficient in:
QuarkXPress (Mac and PC), Adobe PhotoShop, Adobe Illustrator, Adobe Acrobat, MS Word, PaintShopPro, WordPerfect, Excel, ClarisWorks, PageMaker; UNIX, Macintosh, and Windows operating systems. Basic HTML and AutoCAD.

Relevant Experience

- 2000–present** **FREELANCE EDITOR**
Hero Games, Eden Studios, Holt Reinhart Winston, Meisha Merlin Publishing
- ◆ Edit and copyedit manuscripts to both client and standard specifications.
 - ◆ Fact-check manuscripts.
 - ◆ Layout manuscripts in book form to client specifications.
- 1999–2000** **PRODUCTION MANAGER**
Acres U.S.A., Austin, Texas
- ◆ Responsible for all layout and design of two magazines—*Acres U.S.A.* (monthly) and *Living Aboard* (bimonthly).
 - ◆ Created new and altered existing advertising for both magazines to client and in-house specifications.
 - ◆ Designed brochures, flyers, an 80-page book catalog and all other promotional materials for the company.
 - ◆ Worked with freelance writers and photographers.
 - ◆ Designed/laid out books and their covers.
- 1996–1999** **PRODUCTION SPECIALIST**
Publishers Resource Group, Austin, Texas
- ◆ Created style sheets, templates, and page designs for book-length projects using QuarkXPress.
 - ◆ Created and altered graphics using Illustrator and PhotoShop.
 - ◆ Trained new hires, kept track of all specifications and changes in current projects. Informed out-of-house freelancers of changes.
- 1994–1996** **ART DIRECTOR /EDITOR**
Steve Jackson Games, Austin, Texas
- ◆ Managed freelance artists' and writers' schedules and deadlines.
 - ◆ Assigned and approved all interior (black & white) and cover (color) art for an average of 13 books, 6 magazines and a 400+ piece card game per year.
 - ◆ Wrote and negotiated artists and writers contracts.
 - ◆ Designed and laid out books using QuarkXPress.
 - ◆ Supervised up to 8 freelance artists at any one time.
 - ◆ Dealt with up to 10 different projects and deadlines simultaneously.
 - ◆ Edited, proofread, indexed and typeset manuscripts.
 - ◆ Rewrote office Employee Handbook and renegotiated office and employee insurance policies.

Recent Experience

- 2000–present** **DESKTOP PUBLISHER**
National Instruments, Austin, Texas
- ◆ Member of the art team—create and edit new technical drawings and screen shots, using Illustrator and PhotoShop in a Windows environment.
 - ◆ One of the two people responsible for creation/upkeep of Quark templates, as well as creation of Quark documents.
 - ◆ Responsible for care and upkeep (hardware and software) of all division computers, including Macintoshes and systems running Chinese and Japanese OSs.