

# Diane Saliba

<b>Objective</b>	I relocated to New Hampshire from Georgia in 2011. With the passing of my husband I have moved back to Georgia. I am seeking full time, permanent employment although I am certainly open to temporary employment at first.
<b>Skills</b>	I have been in the printing/newspaper business for since 1986. I am skilled in, <i>Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, QuarkXpress</i> and some plating programs. I have a typing speed in excess of 65 wpm. I have a working knowledge in Microsoft Office. I am skilled on both Mac and PC formats. I have provided customer service to clients. My goals are to do my job to the best of my ability, be a hardworking and responsible asset to the company that I am employed with.
<b>Experience</b>	<p>10/2011-9/2014 - Infinite Imaging, Exeter/Portsmouth, NH <b>Graphic Designer / Copy-Print Specialist</b> This position requires a lot of multi tasking. My position entails everything from Graphic Design to running multiple copy machines and digital presses. I also get quotes from outside sources for jobs requiring capabilities that we can't provide in house. This position also requires a lot of customer service since most of our customers call, email or walk in the front door. I have a very good relationship with my customers and I do everything I can to make sure everyone walks out the door satisfied. I am also responsible for providing customers with estimates on future jobs.</p> <p>9/2008-7/2011- Navitor Southeast, Alto, GA <b>Site Setup Specialist/Graphic Designer/Typesetter/Plater</b> I began working here part time while still a Georgia Printing. I started in the ECommerce Department on March 12, 2010. I worked in site prep creating and updating templates, processing art, performing art checks and I did some programming along with several other miscellaneous duties that were assigned to me by the department manager. I was in the Estimating Department from November 2009 to March 2010. I was transferred from the plating department and pre-press where I made plates for the pressroom using Prinergy Plating System and also did typesetting &amp; verifying.</p> <p>8/2004-3/2009 - Georgia Printing Co., Gainesville, GA <b>Pre-Press Manager</b> I began as a graphic designer and was promoted to Pre-press Manager after two years. I managed the design, proofreading and plating departments. Provided customer service; troubleshoot customer jobs; did designing and typesetting using <i>QuarkXPress, Adobe InDesign, Illustrator and Photoshop</i> and made plates for pressroom using Nexus plating system.</p> <p>1999-2004 - The Northeast Georgian, Cornelia, GA <b>Graphic Designer</b> I designed ads for newspaper using <i>PageMaker, InDesign, QuarkXPress and Photoshop</i>; paginated pages; assisted Composition Manager in all areas of department; provided customer service and worked with the sales representatives.</p> <p>1986-1999 - Regency Thermographers, Alto, GA <b>Pre-Press Supervisor</b> I started as typesetter. I was promoted to Pre-press Supervisor. Supervised approximately 17 employees; typeset jobs using the old Compugraphic Systems and PageMaker; stripped negatives and plated jobs.</p>

**References**

Johnny Solesebee  
Former Publisher  
706-499-2431

Robert (Bob) Smith  
Former Manager  
603-809-7126

Marty Wilcox, Entelechy  
Client  
603-642-6803

Robyn Martin, Canine Day Spa  
Client  
978-417-0142

Leslie Bowering, The Reading Room for Kids  
Client  
603 379 2875

April Compton  
Former Manager / Friend  
706-778-4215

Susan Charles  
Former Manager / Friend for 22 years  
706-499-8669