

Diane Saliba

- Objective** 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.
- Skills** I have been in the printing/newspaper business for since 1986. I am skilled in, *Adobe InDesign*, *Adobe Photoshop*, *Adobe Illustrator*, *Adobe Acrobat*, *QuarkXpress* 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.
- Experience**
- 10/2011-9/2014 - Infinite Imaging, Exeter/Portsmouth, NH
Graphic Designer / Copy-Print Specialist
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.
- 9/2008-7/2011- Navitor Southeast, Alto, GA
Site Setup Specialist/Graphic Designer/Typesetter/Plater
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 & verifying.
- 8/2004-3/2009 - Georgia Printing Co., Gainesville, GA
Pre-Press Manager
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; troubleshot customer jobs; did designing and typesetting using *QuarkXpress*, *Adobe InDesign*, *Illustrator* and *Photoshop* and made plates for pressroom using Nexus plating system.
- 1999-2004 - The Northeast Georgian, Cornelia, GA
Graphic Designer
I designed ads for newspaper using *PageMaker*, *InDesign*, *QuarkXpress* and *Photoshop*; paginated pages; assisted Composition Manager in all areas of department; provided customer service and worked with the sales representatives.
- 1986-1999 - Regency Thermographers, Alto, GA
Pre-Press Supervisor
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.

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