

Janis M. Rattet

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SUMMARY

Graphic artist with over 30 years of experience in advertising, corporate, and educational environments.

TOOLS

Adobe Creative Suite, Quark, Microsoft Office

PUBLICATIONS

Ads, Brochures, Flyers, Newsletters, Books, Tech Publications, Educational Guides and Materials

STRENGTHS

Fast, thorough, accurate, self-directing, highly organized. Keen eye for detail, expert knowledge of high quality design standards. Rough concepts quickly turned into polished results. Fully-equipped home office.

EMPLOYMENT

2000 to
present

Freelance Graphic Production Artist and Proofreader

General graphic production of books, newsletters, brochures, flyers, tickets, order forms, tech publications, etc. Examples:

- Books for Scholastic (MediaEntities, Waltham MA); Harcourt (MediaLynx, Sarasota FL); McGraw Hill, National Science Foundation (Argosy Publishing, Newton MA)
- Educational guides and materials: activity booklets for Rubik's Cube; playing cards for Delta Education (Nashua NH)
- Stationery items for Business Cards Express (print shop in Needham MA)
- Tech art and publications for Infoscitex (Waltham MA); Openwave Systems (Burlington MA)

1992 to
1996

Orbotech, Inc., Billerica MA Human Resources Specialist

General human resources with emphasis on internal communications and special projects. Examples: managing, editing, and producing start-up company newsletter; writing and maintaining employee handbook, policies, and guidelines.

1991 to
1992

Williams Graphic Services, Wakefield MA Quality Control/Proofreader

Checked quality of typeset materials for customers from national advertising agencies such as Hill Holliday and Mullen, working on behalf of Disney, Rolls Royce, American Express, and others. Included customer assistance and trafficking.

1990 to
1991

Typesmith Graphic Services, Newton MA Office Manager/Proofreader

Transitioned new owner of Arts & Letters. Helped transfer vendor base, assure customer retention.

1982 to
1990

Arts & Letters, Inc., Brookline MA Office Manager/Traffic Manager/Proofreader

Increased responsibility in high quality, fast-paced typesetting company. Began as part-time office assistant. Later assumed full responsibility for daily operations, including trafficking, proofing, quality control, and customer service. Produced pieces for clients such as the Dukakis Presidential Campaign, Birkhauser Publishing, and Papa Gino's.

1979 to
1980

Medford Arts Council, Medford MA
Artist-in-Residence

Assisted in arts management. Performed and taught music at not-for-profit organizations.

EDUCATION

1983

Boston College
Masters in Business Administration, Masters in Social Work

Concentrations:

Organizational Development (MBA), Industrial Human Relations (MSW).

1978

Boston University
Bachelor of Arts, Psychology

Magna cum laude with honors in psychology. Massachusetts Teaching Certificate in secondary social studies.