



Heather M. Neal

2777 S Luster Ave • Springfield, Missouri • 417.689.2036

view portfolio @ [heathergraphics.weebly.com](http://heathergraphics.weebly.com)

## experience

### JUSTICE JEWELERS

Springfield Missouri  
5/07 to 7/13

#### Graphic Artist/ Custom Jewelry Design/ Inventory Photographer

Coordinated, shot and edited all instore photography for the website and web marketing. Designed, set up and ordered all the print media such as postcards, magazine ads, billboards, flyers and catalogs. In addition I also learned the Matrix 7 CAD CAM system and took on all the in house custom jewelry design, production scheduling and coordination with customers to completion. Worked with my marketing team organizing social media, invitations, advertising and email blasts for all off site and instore events.

### NIKKI SIVILS, SCRAPBOOKER

Springfield Missouri  
4/09 to 9/12

#### Graphic Artist

Worked directly with Nikki Sivils in the design of scrapbook paper lines, buttons, cutouts, stickers and all packaging. Managed deadlines, quality control and ensured color matching with printers. Additional responsibilities included all email blasts and social media as well as flyers, catalogs and magazine ads.

### VIATECH PUBLISHING SOLUTIONS

Springfield Missouri  
2/01 to 4/07

#### Graphic Artist

Designed and did pre-press for silk-screen, hot stamping, offset printing as well as scheduling jobs, ordering materials and managing a production crew of three people. I am familiar with setting up plates, printing film positives, bleeds, block out, chokes and registration for offset and silk screen printing.

I enjoy reading mystery and science fiction novels, watching and discussing films, TV shows and music. Doing watercolors, scrapbooking as well as other do-it-yourself projects.

#### CALL OR EMAIL ME!

417.689.2036

[heather.graphics@yahoo.com](mailto:heather.graphics@yahoo.com)

## skills

InDesign, Photoshop, Illustrator, Microsoft Word, Excel, Power Point, Matrix 7 CAD CAM, Bridge, Dreamweaver, Keynote, photography, photo retouching, hand drawn illustration, watercolor, typography, silk screen printing, marketing, social media, scheduling, management assisting.

## education

### MISSOURI STATE UNIVERSITY

08/91 to 08/96

Studied Graphic Design and Art Education

*MSU Sugar Bear Pom Squad*

### DRURY UNIVERSITY

08/96 to 08/97

Earned Bachelor of Science in Graphic Design



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## references

**NIKKI SIVILS**

freelance client

**417.848.3905**

Springfield Missouri

**TERRY MAPLES**

past coworker

**417.732.6730**

Republic Missouri

**GARY CUNNINGHAM**

past coworker

**417.425-3418**

Springfield Missouri

**CHRISTOPHER PEDERSEN**

past coworker

**417.830.9264**

Strafford Missouri

**DEBORAH BRATTIN**

past coworker

**417.827.3904**

Springfield Missouri

Please visit my website for a look at my past work. If you need additional information or references...

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