

# Hilary Legacy

773-638-2748 • hlegacy@msn.com • www.hlegacy.com

## **12/04—8/08 Graphics Production Coordinator HANLEY WOOD, LLC**

Graphic and editorial production on four magazines [*CONCRETE & MASONRY CONSTRUCTION PRODUCTS*, *CONCRETE SURFACES*, *MASONRY CONSTRUCTION*, and *THE CONCRETE PRODUCER*], and advertising production on a direct mail deck; scanning and editing graphic images; creation and correction of tables and graphs; making editorial corrections; routing lasers for proofing pages; creating, verifying and uploading PDFs to printer; preparing PDFs for use on websites; preparing and uploading magazines to our reprint service; keeping databases for image production tracking and editorial deadline tracking; working with customers to collect and process ad material, as well as all necessary communication with the printer for the *PUBLIC WORKS' Action Card Decks*; design and production for consumer showcases; archiving issues; creation and redesign of customer and house ads; work on World of Concrete show issues, buyer's guides and manuals; assisting design team with layout/design changes; initial redesign of the first issue of *CONCRETE SURFACES*; assist editorial and sales staff to provide information and materials to clients.

## **5/04—8/04 Graphic Designer, Contract REGNERATION PRESS, INC & MOMMY'S MIRACLES**

As the only graphic designer, I handled both in-house and client originated design. This job also involved everything from re-creating [from scratch] an entire identity system to putting sample packs together for Mommy's Miracles. I helped to redesign RPI's logo and all the Mommy's Miracles materials, updated photo archive databases and editing photos for several clients, and helped address client and in-house IT issues. I acquired additional responsibilities in marketing and sales, as well as with researching and preparing our entrée into providing desktop publishing and printing services to local colleges and their students.

## **6/02—3/04 Editor-in-Chief, MIXED MEDIA IADT [INTERNATIONAL ACADEMY OF DESIGN & TECHNOLOGY]**

I worked with the faculty adviser to redesign and re-launch after a year+ hiatus; generated ideas for articles; edited all submissions; was liaison to staff, faculty, student organizations, and administration; wrote editorial, articles, and a regular column on language; designed my own articles and those of others; made sure all deadlines were met; made agendas and took minutes for each meeting, as well as sending a weekly e-mail of that information to all volunteers; began finding advertisers.

## **2/00—11/01 Manager, Information Services BUSINESS MARKETING ASSOCIATION [BMA]**

Responsible for submissions, design, editing, and layout of *THE BUSINESS-2-BUSINESS MARKETER* print newsletter and *B2B DIRECT* email newsletter; sourcing partner companies to increase member benefits and services; management of affiliate programs; maintenance and design of website and content; design, layout and copywriting for brochures and fliers; worked on all aspects of the annual conference; worked on all aspects of the Pro-Comm Awards; helped chapters with events and communications; worked on a job titles study to gain better understanding of our members, their businesses and potential marketing strategies.

## **FREELANCE**

**9/07—10/07** ANTIOCH COLLEGE ALUMNI GROUP. Design, layout and editing of nine informationals for print and web.

**6/07—8/07** AMNESTY INTERNATIONAL. Three postcards used for a Balkan-region mailing, circulated through AI offices on 4 continents and in more than 10 countries.

**1/06—9/06** CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK. Logo, photo editing and prep, program, invitations, RSVPs, found donors; annual report cover design and annual report project design consultant.

**12/03—NOW** PARTNERS IN PSYCHIATRY. Logo, identity materials, brochures, all medical forms and patient informational packets, advertising, building and office signage.

**10/04—NOW** SWEET PEA'S STUDIO. Website design and content management, print schedules, brochures, fliers, business card design.

**4/04—NOW** SKINSCENTIALS. Identity, brand strategy, print materials, website, packaging, press kit, marketing & advertising [short- and long-term plans]. Also helped develop a second line of products coordinated with bestselling author based on a series of books, including aiding in the conception and handling the identity, website, packaging, marketing and advertising.

**1/04—5/04** MY FREE TRAVEL. Working with the Director of Marketing on collateral materials, fine-tuning and maintaining a brand identity, helping them set up a long-term marketing plan. Print materials and identity work.

**2/03—8/04** ASSOCIATES AT THE GABLES. Logo, identity materials, brochures.

**1/03—3/03** JV DIRT + LOAM. Website conceptualization and design.

**6/02—7/02** UNIVERSITY OF CHICAGO, HUMAN RIGHTS DEPARTMENT. Designed poster/ fliers for a human rights film festival.

## **TECHNOLOGY**

MAC AND PC. Quark, In Design, PageMaker, PhotoShop, Illustrator, Acrobat, Distiller, HTML, Dream Weaver, Flash, InSite, AdSpring, MS Office, Excel, Access, PowerPoint, Digital Pro, After Effects, Premier, Director.

## **LANGUAGE**

FRENCH. Speaking, reading and writing fluent; some oral and written translation [primarily French to English] work.

## **EDUCATION**

<b>4/02—3/04</b>	IADT [INTERNATIONAL ACADEMY OF DESIGN & TECHNOLOGY] B.F.A. in Graphic Design [Computer Graphics] [Suma cum Laude/Valedictorian]	<b>9/96—4/00</b>	ANTIOCH COLLEGE B.A. French B.A. Literature
<b>9/98—12/98</b>	LA SORBONNE Certificates: in French Language, Culture, Literature, and Society	<b>9/95—6/96</b>	LE COLLEGE INTERNATIONAL DE CANNES Certificates in: French Language, Art History, Literature and Poetry, Politics and Government