



# LEISHA MAYNARD

1417 Hackworth St. ~ Columbus, OH 43207  
H: 614-295-4527 ~ C: 614-374-0122  
precision22@wowway.com  
Portfolio: [www.4precision.net](http://www.4precision.net)

## OBJECTIVE

To obtain employment where my 14 years of graphic design, web site design and administrative expertise; as well as, my computer and creative talents will result in precise work.

## EXPERIENCE

**2005-2007**

**CLD Handling Systems, Inc.**

**Hilliard, OH**

### GRAPHIC DESIGNER AND WEBMASTER

- ★ Designed entire web site from scratch. <http://www.cldhandlingsystems.com>.
- ★ Internally responsible for promotional materials, i.e. Mouse pads, forms, flyers, spreadsheets, and any miscellaneous desktop publishing.
- ★ Updated over 600-page catalog in Adobe PageMaker. Some were printed; the pages are PDF viewable at <http://www.cldwholesaleindustrialproducts.com>.
- ★ Maintained and helped update website when necessary changes were needed.

**2001-2004**

**Blushing Brides Columbus**

**Columbus, OH**

### GRAPHIC DESIGNER AND WEBMASTER

- ★ In an Urgent 14 Day Deadline Completely Designed, produced, and set-up for print ENTIRE magazine, from cover to cover. **This includes:** pagination, master layout, design of select display ads, choice of photography used, writing articles and stories.
- ★ Created all promotional materials, flyers, company letterhead, forms, and signage for events.
- ★ Performed routine maintenance on website. Entire site update every 3 months.

**1995 – 2008**

**Ginger's Little Lamb Daycare**

**Groveport, OH**

### GRAPHIC DESIGNER AND WEBMASTER

- ★ Designed and produced parent and employee handbooks.
- ★ Responsible for creation of company flyers and signage for events; as well as business cards.
- ★ Designing Website Currently.

**1998 – 2000**

**H.K. Phillips Restoration, Inc.**

**Columbus, OH**

### GRAPHIC DESIGNER AND WEBMASTER

- ★ Created corporate identity packages for main company and several subsidiaries.
- ★ Designed and produced all forms, flyers, and newsletters.

## COMPUTER EXPERIENCE

- ★ Proficient in both MAC and Windows atmospheres. Design Software – Adobe: Photoshop, Page Maker, In Design, and Illustrator. Macromedia: Freehand, Dreamweaver, and Fireworks; and QuarkXPress Other Software: Microsoft Word, Excel, and Powerpoint; QuickBooks, Peachtree; and Maximizer.
- ★ **Typing Speed** – 80 wpm, 10-Key By Touch

## EDUCATION

**2000 – 2001**

**Bradford School**

**Columbus, OH**

- ★ Major: Graphic Design; GPA: 3.9

**1997 – 1999**

**Ohio State University**

**Columbus, OH**

- ★ Basic Core Classes

**1993 – 1997**

**Pickerington High School**

**Pickerington, OH**

- ★ GPA: 3.85