



DARAH HERRON

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OBJECTIVE:

To obtain a position where my skills, education, and experiences can be utilized to provide outstanding service to my employer.

SUMMARY:

I am detail-oriented and have high standards for the quality of my work. I am dependable and will work hard to complete a task to the best of my abilities.

Always ready to learn new things, I am enthusiastic and work well with others as a team.

SKILLS:

Mac OS
Windows OS
Microsoft Office
Microsoft Visual Web Developer
Adobe CS3
QuarkXPress
HTML
Style Sheets (CSS)
Content Management Systems (CMS)
Photo Adjustment & Framing
Time Management
Multitasking

PORTFOLIO:

www.darah.com

EXPERIENCE:

11/2013 – Present **Pendleton County Public Library** **Falmouth, KY**
LIBRARY & TECH ASSISTANT, GRAPHICS DEVELOPER

- ◆ Established my own program at the Library for kids/teens, requiring extra time to ensure success and fun for participants.
- ◆ Provide customer service to patrons as well as offering one-on-one basic technology classes for more in-depth assistance.
- ◆ Create materials for and promoting events using the Library's website, Facebook, Twitter, Instagram accounts, as well as the local newspaper.

04/2010– 04/2011 **The Falmouth Outlook** **Falmouth, KY**
TYPESETTER & WEB MANAGER

- ◆ Developed new templates and photo adjustment methods.
- ◆ Applied photo editing and document formatting to provide page layout for over half of the newspaper.
- ◆ Redesigned and also maintained newspaper website.
- ◆ Answered phones providing customer service to the public for classified ads.

07/2007 – 08/2008 **Document Retrieval Network** **Falmouth, KY**
DATA ENTRY & GRAPHIC DESIGNER

- ◆ Learned quickly to accurately complete detailed data entry records.
- ◆ Worked with the owners to promote multiple business ideas by creating all marketing materials, such as: logo design, postcards, brochures, websites, etc.
- ◆ Brought in new clients by designing successful marketing materials.

04/2007– Present **-d.signer (Self-Employed)** **Butler, KY**
FREELANCE GRAPHIC DESIGNER & WEB DESIGNER

- ◆ Collaborate with and guide clients through a visualization process to ensure satisfactory designs and company branding.
- ◆ Provide photo adjustment as well as all marketing materials, including websites, postcards, brochures, business cards, etc.
- ◆ Keep detailed files for individual clients for backups.

11/2004 – 08/2005 **Grant's Lick Baptist Church** **Alexandria, KY**
SECRETARY & GRAPHIC DESIGNER

- ◆ Answered phones and rented church facilities, keeping a detailed calendar.
- ◆ Worked with the entire congregation to provide a church directory with photos of each family.
- ◆ Developed the church logo, designed bulletins, mailings, visitor packets, music slides, and website.

EDUCATION:

BACHELOR'S DEGREE IN GENERAL ART

Judson College
Cumulative GPA: 3.293

Elgin, IL

09/1997 - 04/2001