

## Tracy Pollock

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artist

### PROJECT CAPABILITIES

Brochures/Catalogs  
Magazine/Newspaper Ads  
Direct Mail  
Package Design  
Identity  
Banners  
Trade Show Booth  
Web Page Layout Design  
Active Web Banners

### FREELANCE CLIENTS

Total Impact, LLC, White Salmon, WA  
Diversity Affluence, Hamburg, NJ  
NJVTours.com, Summit, NJ  
Diversity Corporation, Forest Grove, OR  
EsotericStuff.com, Forest Grove, OR  
Interactive Technology Inc., Scappoose, OR  
Five Frogs, LLC, Tualatin, OR  
Gottlieb Gallery Limited, Portland, OR  
Burgdorff, Realtors ERA, Parsippany, NJ  
Wild Ideas, LLC, Denville, NJ  
Freedom Brewing, LLC, Long Valley, NJ  
Long Valley Pub & Brewery, Long Valley, NJ  
Richartz & Fliss Inc., Parsippany, NJ  
Ingersoll Rand, Washington, NJ  
Klien Coleman Corporation, Morristown, NJ  
The Cutting Edge, Rockaway, NJ  
Princeton Marketech, Princeton Junction, NJ  
Natrell Communications, Parsippany, NJ  
Krell Advertising Inc., Flemington, NJ  
Gráfica Inc., Chester, NJ  
P.C. Fiore & Associates, Parsippany, NJ  
Graphic Imagery, Piscataway, NJ

### — Pro Bono —

Somerset Art Association, Bedminster

### AGENCY CLIENTS

Nikon Sport Optics  
Nosler  
Kaltron  
Safari Safe Company  
Norma  
Philips Lighting  
AT&T  
Sony  
Merck  
Summit Bank  
Ricola

### COMPANY AWARDS

2007 Burgdorff Vivian Deland -  
Distinguished Service Award  
2005 Burgdorff Vivian Deland -  
Distinguished Service Award  
2004 Burgdorff Excellence Award

### PROFILE

Over 15 years in the Commercial Graphics field, 10 of the years as an Independent Freelance Contractor. Hard working, conscientious, three times Burgdorff, Realtors ERA award recipient. Professional work ethic with a can do attitude with the ability to multi-task and meet aggressive deadlines. Highly dedicated to customer service, project ownership and producing quality design for end product.

Award winning fine artist active in competitions and gallery shows. Involved in the art management for a former well know New Jersey artist Lee Hughes, currently residing in Sonora, CA.

### SUMMARY OF QUALIFICATIONS

#### Graphic Designer | Art Director | Production

- Develop aesthetic and functional designs | print and web
- Immaculate production artist
- Strong design background
- Impeccable production skills
- Interact with managers and or superiors to ensure designs align with overall creative strategy
- Collaborate with team members on complex or special projects
- Coach graphic artist

#### Computer Skills:

InDesign | Photoshop | Illustrator | QuarkXpress | Image Ready  
Dreamweaver | Freehand | Sharepoint | Acrobat

#### Management Credentials

- Supervise department of 5 artist while department head is on leave
- Manage relationships with external artist and on site freelancers
- Handle numerous projects, at various stages of life cycle
- Delegate large complex projects in order to achieve project timelines
- Maintain necessary outside vendor relationships
- Track job status/traffic
- Prepare RFPs

#### Personal Strengths

Attention to detail with emphasis on accuracy, quality with a critical eye in terms of aesthetics  
Consistently achieve excellent performance evaluations  
Exceptional customer service skills  
Independent, motivated and self-sufficient creative professional  
Developed strong solid relationships with small businesses, advertising agencies  
corporate organizations and clients  
Consistently adhere to project timelines  
Adaptable working in various office environments  
Excellent rapport with superiors, subordinates, clients and vendors  
Follow directions and ask appropriate questions

### EMPLOYMENT HISTORY

2008 - Present **NRT Eastern Seaboard**, Parsippany, NJ  
2004 - 2008 **Burgdorff, Realtors ERA** - Headquarters, Parsippany, NJ  
2001 - 2004 **Chevalier Advertising & Public Relations**, Lake Oswego, OR  
1993 - 2001 Independent Freelancer

### EDUCATION

duCret School of the Arts, Plainfield, NJ  
Course of study: Commercial and Fine Arts | Certificate 1985

#### Continuing Education

2008 SkillPath Workshop - Adobe CS3 Applications - East Hanover, NJ  
2008-2007 Weekend Art Classes: NYC Student's Art League - Figure and Composition Painting  
Instructors- Joseph Peller, Oldrich Teply  
2007 New York University - SCPS: Research Methods for Appraisers  
2007 New York University - SCPS: Creating Public and Private Art Collections  
2002 Fall Semester: Creative Design Course PNCA, Portland, OR  
2001 Spring Semester: www.Design Dreamweaver Course Portland, OR