



Heidi Totman

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PROFESSIONAL PROFILE

Experienced graphic design professional with expertise in creative design, marketing, page layout, photography, and publication. Strong background in clean design practices, client management, design strategies, and time management.

Education

Graphic Design & Integrated Media
North Shore Community College
Associates Degree, GPA 3.95
2013-2016

EXPERIENCE

Marketing Intern, Davis Publication in Worcester, MA
Visit linkedin.com/in/heiditotman for complete details.
February-May 2016

Skills

Advertising
Customer Service
Graphic & Web Design
Marketing
Page Layout
Photography
Quality Control
Retouching & Editing
Social Media
Adobe Creative Suite:
Bridge, Dreamweaver, InDesign,
Illustrator, Photoshop, Premier
Microsoft Office:
Excel, Outlook, Powerpoint, Word
Other: Aperture, Lightroom, Prezi
MAC & Window Operating Systems
D3200 Nikon Digital Camera

Freelance Designer, Heidi Totman
2003-Present

Produce custom designs for professional photographers. Design creative page layouts for albums and marketing tools, in a timely and professional manner.

Production Administrator/Designer, A Perfect Image Photography and Videography Studio in Middleton, MA
2005-2013

Design albums, advertising and marketing tools for the studio. Provided customer support for new and existing clients. Oversaw jobs for production and video departments. Edited files for post production. Assisted with photo sessions and trade shows. Updated social media accounts for Facebook and Pinterest. Managed contracts, account receivables, business calendars, and productivity spread sheets daily.

Recognitions

Published in SPARK Magazine 2014
Self-Portrait Illustration
Big Ben Illustration
Photography "Peaceful"
Cape Ann, MA License Plate Finalist
Arts in April Poster Design

Office Administrator, The Perfect Image Photography and Videography Studio in Middleton, MA
1995-2002

Edited for post productions. Provided customer support for new and existing clients. Worked closely with existing clients helping them finalize their album and print orders. Managed upcoming scheduling with subcontractors, and prepared contracts and invoices. Refreshed portfolios for the photographers and updated productivity logs.