



MICRO JENISYS

Amye Foelsch

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Virtually Everywhere

Obtained ten years of experience in graphic design and writing. Offers a fresh and reliable perspective on how to successfully fulfill the diverse marketing needs of clients.

GRAPHIC SPECIALIST

1997 – present: **Micro Jenisys, Inc.**, Fairfax, VA

Design fact sheets, brochures, advertisements, annual reports, case statements, posters, proposal covers and newsletters for various accounts. Edit numerous brochures and similar forms of literature for print. Create a variety of forms to facilitate the company's processes regarding publications, quality assurance, and client communications. Below is a sample of work performed for clients:

Verizon Federal – Produces the division's internal newsletters and brochures, which entail an 8-page booklet layout (magazine style), 4-color, and full bleed cover design for each issue. Designs numerous fact sheets, proposal covers, templates and perform other proposal graphic support. Also interacts with the production/printing companies to ensure optimal output quality.

Temple B'nai Shalom - Created the adult education committee's tri-fold brochures and posters.

Long & Foster Real Estate, Inc. – Created the auction property brochures, flyers and several newspaper advertisements.

Technology Resources Unlimited – Developed the company's entire marketing "identity", including logo scheme, folder slicks and business cards.

Resource Bank – Created various advertisements for this commercial bank.

Waterford at Fair Oaks – Designed the information brochures for this wedding/event planning business.

Re/Max Gateway – Developed the marketing packages for several agents.

Century 21 – Designed sales brochures.

ADMINISTRATIVE MANAGER

1995 -1999: **Long & Foster Real Estate, Inc.** Fairfax, VA

Created flyers, invitations and newsletters for numerous business events, and developed proposals to generate new business accounts. Assisted agents in choosing business cards and letterhead. Helped design and maintain the web site for the auction department, which included editing literature before submission to the site.

KNOWLEDGE INVENTORY

Adobe InDesign CS2, Adobe PageMaker, PhotoShop 7.0, Illustrator 9.0, MS Office

EDUCATION

1991-1995: Bachelor of Arts, English Writing, George Mason University