

Lona Gaines

(view portfolio) www.dezignconcepts.com

Experience: (part-time)

April 2006- Present **Accounts Receivable Clerk:** H. H. Hankins & Bro., Bridgeton, NJ

- ❖ Responsible for creating Hankins website www.hhhbro.com
- ❖ Created advertising materials, store signs, and greeting card designs for the company.
- ❖ Filing, answering phones, billing, purchase orders, sorting mail, keeping records of incoming payments and disbursement ledgers, mail, and bank deposits.

March 2005- April 2006 **Office Assistant:** Browns Integrated Pest Management, Millville, NJ

- ❖ Responsible for data entering invoices, posting jobs, accounts payable, billing, and purchase orders.
- ❖ Created advertising brochures, post cards, and booklets. Maintained and updated company website.

Experience: (full-time)

October 1996- October 2001 **Advertising Clerk:** IKON Management Services, Vineland, NJ

- ❖ Created and maintained a database for advertising clients.
- ❖ Headed a year- long project to update 500 pieces of advertising literature with new company logo using computer graphics software.
- ❖ Digitally scanned and enhanced over 20,000 aperture card images into a database using Domino Doc software.
- ❖ Copied and constructed instruction manuals using IBM Docutec machine.
- ❖ Attended Management Training and Customer Service training seminars.
- ❖ Attended Quality Council Meetings and computer classes on a regular basis.
- ❖ Digital imaging and computer graphics knowledge. Proactive with management and detail oriented.

May 1989- October 1996 **Level 8 Claims Technician:** Prudential Insurance Co., Millville, NJ

- ❖ Processed medical, dental, and psychology claims for IBM employees.
- ❖ Extensive knowledge of medical terminology.
- ❖ Knowledge of procedure and diagnosis coding, data entry and typing skills.
- ❖ Trained employees with claim specialties such as World Trade, Dental and (TMP) Transitional Medical Program.

August 1987- May 1989 **Head of Art Department:** Stark Carpet Corporation, Philadelphia, PA

- ❖ Created custom hand-made rug designs to be hand crafted overseas
- ❖ Responsible for creating original carpet designs to scale
- ❖ Responsible for accurately matching yarns to paint for exact color representation
- ❖ Worked closely with interior designer to ensure quality
- ❖ Traveled to home office in Washington, D.C., to meet clients

December 1988- May 1989 **Head of Art Department:** Fashion Graphics Inc., Pennsville, NJ

- ❖ Created custom T-shirt designs that were sold in resort areas on the East Coast and the Cayman Islands.
- ❖ Responsible for creating original artwork and designs for screen printing.
- ❖ Responsible for ordering art supplies and inventory for design office.

Experience:
(freelance)

WEB DESIGN *Created and currently maintain the websites below.*

June 2007 **H. H. Hankins & Bro.: www.hhhbro.com**
to Present: Designed website for H.H. Hankins & Bro., Bridgeton, NJ. Responsible for creating and maintaining website for the lumber company. Also responsible for incorporating the "ship to store" program into the website.

November 2006 **Plumline Nursery: www.plumlinenursery.com**
to Present: Designed website for Plumline Nursery in Pittsburgh, PA. Responsible for designing and maintaining the site as well as updating information on a weekly basis. Created original artwork for the site.

January 2006 **Deans Evergreens Nursery: www.DeansEvergreens.com**
to Present: Designed website for Deans Evergreens Nursery in Monroeville, NJ. Responsible for creating and maintaining the site as well as keeping up with regular catalog and pricelist changes.

March 2005 **Moore's Countryside Heating: www.mooreheating.com**
to Present: Designed website for Moore's Countryside Heating company in Elmer, NJ. Responsible for creating and maintaining the site.

July 2004 **DiLisi Ristorante: www.dilisi.com**
to Present: Designed website for DiLisi Ristorante Italian Restaurant. Responsible for creating all graphics for the site, and weekly maintenance of menu and coupon changes. Set up form mail CGI script for Customer Feedback page.

June 2004 **Personal website: [DezignConcepts: www.dezignconcepts.com](http://DezignConcepts.com)**
to Present: Designed a personal website which illustrates many of my abilities as an artist. Using Photoshop, Illustrator, Dreamweaver, etc., I have created all of my own original artwork to design the site. I have incorporated all of my illustrations, paintings, pen and ink, web design, digital imaging, product design, etc.

Education:

January 2002- **Received a Computer Graphics/Desktop Publishing certificate from**
May 2003 **Cumberland County College, Vineland, NJ.**

- ❖ Named Graphic Editor for school newspaper
- ❖ Earned a 4.0 grade point average
- ❖ Named to the Dean's list

September 1984- **Received an Associate Degree in Visual Communications from the Art**
June 1986 **Institute of Philadelphia, Philadelphia, PA.**

- ❖ Majored in Graphic Design/Illustration
- ❖ Earned a 3.8 grade point average
- ❖ Graduated with Honors

- ❖ Member of the Design Group

References:

Available Upon
Request