

# Erin J. Pelikhov

## Graphic & Web Designer

### WORK EXPERIENCE

#### American Holt

FREELANCE DESIGNER: Supplier of Aftermarket Parts  
Norwood, MA, 2016 TO PRESENT

Redesign flyers, create posters and advertisements showing machinery parts, how to order and assemble them.

#### DanceDimensions.org and FortyStepsDance.org

FREELANCE DESIGNER: Dance studio and company  
Nahant, MA, 2009 TO PRESENT

Designed and created basic Web sites for dance studio and dance company, currently working on WordPress redesigns. Make updates for bi-yearly registration and seasonal concerts. Also design flyers and postcards.

#### INDIA New England, IndUS Business Journal and The Mishra Group

PRODUCTION DIRECTOR & DESIGNER: Regional community newspaper, national business newspaper, public relations firm  
Waltham, MA, MARCH 2007 TO MAY 2013

- ✓ Designed advertisements for two print newspapers.
- ✓ Layed out the copy and ads in the newspapers, and oversaw final production and accuracy of layout. Created and uploaded PDFs of the final pages for printing.
- ✓ Redesigned INDIA New England Woman of the Year Web site. Also created subdomain sites for Wedding Expo, Health Expo, 20 Under 20 Awards and Readers' Choice Awards.
- ✓ Designed and sent HTML e-blasts and e-newsletters.
- ✓ Designed, created and managed web banner/display ads.
- ✓ Updated and maintained the web sites twice weekly using content management, scripting and HTML.
- ✓ Managed marketing on social media sites.

#### The Bay State Banner

PRODUCTION MANAGER & DESIGNER: Urban newspaper covering the African American and minority community  
Boston, MA, SEPTEMBER 2002 TO MARCH 2007

- ✓ Designed logo and layout template for monthly "Be Healthy" supplement.
- ✓ Worked with the Advertising Department to design print and web advertisements, as a part of the production team.
- ✓ Managed 1-2 graphic artists, and delegated assignments.
- ✓ Worked with the Editorial Department to lay out the newspaper on deadline. Created and uploaded final PDF pages for printing.
- ✓ Made weekly updates to the online newspaper, as well as periodic design changes.

### WORK EXPERIENCE (continued)

#### www.BalletRox.org, 2008

Oversaw transition to redesigned Web site at new host, made content and design edits. Created sub-domain site, www.UrbanNutcracker.com to match new design. Edited flash animation to include new photos.

#### Tony Williams Dance Center, 2006 TO 2008

Designed and created ads, postcards, brochures and signage. Also designed new logo and redesigned Web site, www.TonyWilliamsDanceCenter.com.

### ONGOING FREELANCE DESIGN

#### Lucky Ten and www.luckyten.org, 2011 TO PRESENT

Redesigned Web site and make updates using Content Management System (Weebly). Design fliers, signage and Web ads as needed.

#### www.RobinWashington.com, 2003 TO PRESENT

Designed HTML Web site featuring articles, streaming audio and video and photo galleries. Working on WordPress redesign.

### EDUCATION

#### Emerson College

BACHELOR OF ARTS, MAY 2002, Boston, MA  
New Media Major, Dance Minor

Magna Cum Laude, Honors Program, Dean's List

#### Continuing Education Courses:

- Web Development  
University of Massachusetts-Lowell, 2014
- Intro to Web Development with PHP, MySQL, and Content Management Systems (CMS)  
Brookline Adult & Community Education, Jan.-March 2013
- Advanced Flash Features  
Brookline Adult & Community Education, March-May 2008

### COMPUTER SKILLS (Mac & Windows)

Fully proficient in:

- Adobe Creative Suite 6
- Audacity
- CSS
- HTML
- Microsoft Office
- Quark XPress

Experience with:

- WordPress • Joomla • JavaScript • PHP • XML
- Macromedia Flash and ActionScript
- Various other video editing programs