

Bridgette P. Tucker

**Technical Knowledge**

Microsoft Word, Works, Excel, PowerPoint, Adobe Illustrator, Photoshop, InDesign, FreeHand, Flash, QuarkXPress, Dreamweaver and Act!.

**Professional Skills**

Professional manner, Strong communication skills, Adapts quickly, Enjoys challenges, Enthusiastic, Creative, Responsible, Strong multitasker.

**Education**

The Art Institute Of Seattle, Graphic Design  
 Everett Community College, Biology  
 Holy Names Academy, High School Diploma

**Related Experience**

Puget Sound Business Journal  
 Pagination & Classified Ad Design: Photoshop, InDesign, Acrobat,  
 Rat City Rollergirls, LLC  
 Flyer Design: Photoshop, FreeHand  
 A New U Massage & Hot Spot Tanning Salon  
 Flyer Publication, Logo Design: Photoshop, Illustrator  
 McMinn Interiors  
 Logo & Letterhead Design: Photoshop

**Professional Experience**

Feb 2005 - Mar 2005	Puget Sound Business Journal	Seattle, WA
Pagination Assisting production coordinator and ad coordinator in producing finalized pages for weekly print publication.		
Jun 2004 - Feb 2005	Puget Sound Business Journal	Seattle, WA
Admin Assistant Supporting Accounting, Sales, Editorial and Circulation depts. General office management, ordering supplies, office machine maintenance. Trained and work as backup for Production & Ad Design.		
Mar 2001 - Apr 2004	Gerrard Beattie & Knapp Realtors	Seattle, WA
Office Manager Managing all areas of the office. Keeping sales and listing files current, supporting sales staff. Designing flyers and mailings.		
Feb 2001 - Mar 2001	Spherion Corporation	Seattle, WA
Office manager, Data Entry, Receptionist Temporary placement agency. Worked various times throughout job history, in real estate, title insurance, mortgage and software development environments.		
Jan 1998-Jun 1999	Raima Corporation	Seattle, WA
EADS Sales Associate Inside sales of development support package for embedded database engines.		

**Volunteer Experience**

The Tablet Magazine- Events Promotion  
 Lightning CD- Artist Rep  
 Rat City Rollergirls - Volunteer Coordinator, Events Committee