



**MONIQUE VIRGILIO**

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**OBJECTIVE**

**TO COORDINATE AND MANAGE VARIOUS WEB PROJECT INITIATIVES**

**WORK EXPERIENCE**

**THOMAS PUBLISHING**

*new york, new york*

**WEB PRODUCTION SUPERVISOR (JANUARY 2005 - PRESENT)**

evaluate and document business, technology and design requirements for all web projects; coordinate and maintain communications with clients, sales contractors, vendors and internal staff to administer tasks, report statuses and address issues as required throughout lifetime of project; oversee quality assurance testing; train and supervise external web vendors; manage vendor budgets and invoices

**CONDUCTIVE CORPORATION**

*new york, new york*

**SENIOR DESIGNER (AUGUST 2003 - JANUARY 2005)**

responsible for the creation and management of all original graphics projects including web sites, user interfaces, interactive advertising, presentations, brochures, print collateral, posters and exhibits for such high profile clients as eBay, Biography Channel, Avon and adMarketplace; managed vendors, schedules and invoices

**LONG ADVERTISING**

*new york, new york*

**SENIOR DESIGNER (JUNE 2002 - JUNE 2003)**

designed exhibit signage, posters, brochures, invitations, web sites direct marketing emails, landing pages, flash e-cards and banners for a popular online entertainment agency; supervised freelance designers and photographers; handled print production costs and schedules

**TRIUMPH LEARNING**

*new york, new york*

**INTERACTIVE DESIGNER (APRIL 2001 - APRIL 2002)**

managed freelance employees and schedules; designed and developed company e-commerce and online software web sites; created illustrations, flash lessons and animation pay-offs for educational software; negotiated vendor contracts

**CIRCUIT COURT OF COOK COUNTY**

*chicago, illinois*

**GRAPHIC DESIGNER (MARCH 1999 - DECEMBER 2000)**

designed annual reports, brochures, event posters and invitations; developed logos for various government organizations; created concepts for government web site; generated graphics for conferences and powerpoint presentations

**COMPUTER SKILLS**

**MAC OS/WIN OS**

content management systems, flash, dreamweaver, html, javascript, css, xml, ms office suite, photoshop, imageready, acrobat, illustrator, quarkxpress, indesign, final cut pro, premiere, quicktime pro, soundedit; mac os/win os software and hardware upgrades/troubleshooting

**EDUCATION**

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**DEGREE**

BFA IN PHOTOGRAPHY: MAY 1997

*concentration in photography, new media and industrial design*