

Michelle Mauk |
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| EXPERIENCE

Digital Manga Publishing, Gardena CA, 2007-Present Graphic Designer/Production Associate/PR & Marketing

- Designed logo for new book imprint DokiDoki Books, as well as corresponding website: www.dokidokibooks.com, and all marketing collateral.
- Redesigned existing branding for mainstream imprint DMP Books to update and refresh the line.
- Supervised the design upgrade for main corporate website: www.digitalmanga.com.
- Created new retail website design for www.yaoclub.com, a site dedicated to supplying a very niche and specialized clientele with books and supplies.
- Heavy production duties, including creation of new book logos, graphic design for book and web ads, book jacket and cover design, layout, final editing and prepping of manga (Japanese graphic novels) and regular novels. Credit includes over 20 shipped titles.
- Creation of marketing materials for both print and web, including oversized banners for conventions (fabric and vinyl), fliers, postcards, and 2008 corporate catalog.
- Handling of PR duties, including interview requests, press release write-ups, and general interfacing with public to answer questions about book or company status. Handled planning and logistics of two major conventions for company, and attended conventions and meetings as needed for company exposure.

PRESS |

World Web Magazine, Korea

- Four page interview for Portfolio Overseas spotlight

Web Designer Magazine, UK

- Creative Careers Portfolio spotlight

TECHNOLOGY |

Adobe Photoshop 7.0, CS, CS2, CS3, Illustrator 10, CS, CS2, CS3, InDesign 2.0, CS2, CS3, Dreamweaver MX, 8, CS3, Flash MX, 8, CS3, Fireworks 8, Corel Painter 8, Microsoft Word, Excel, Powerpoint, Access database, Adobe Acrobat Professional, Great Plains, FTP applications (i.e. Cyberduck/Fetch), HTML, CSS, understanding of Actionscript 2.0/3.0, beginning PHP, Javascript, J-query functions, proficient on both Mac and PC.

Knowledge of web design including flash animation, embedding audio and video, flash banner creation, and CSS styling. Print production knowledge including output modes, four/five color printing, spot/UV printing, color checking and retouch (digital and scanned), proof (digital and wet) checking. Knowledge of operation and troubleshooting of HD/SD cameras, Lectrosonic audio packs, and other production equipment.

Nishimoto Trading Company, Santa Fe Springs CA, 2007 Graphic Designer/Desktop Publisher

- Creation of ads for food and culture magazines targeted towards an American audience interested in Japanese food.
- Handled output and quality checking of company's extensive (over 3,000 items) food catalog, updating images on a frequent basis.
- Met frequently with management to create design ideas for revising corporate logo, packaged food, and corporate website.
- Handled all market research, interviewing of design studios, and creation of marketing budget and proposal for the re-branding of a popular Japanese drink for the American food market.

Original Productions, Burbank CA, 2006-2007 Production Gear Manager and Coordinator/interim IT

- Responsible for outfitting and coordination of production teams going into the field, quality checking and verifying all equipment for use in the field. Heavy research and budget creation for new HD and SD equipment, trouble-shooting issues with equipment from the field as needed.
- Handled IT duties on an interim basis, including network connectivity issues, software installation, computer wipe-downs. Handled website updating through HTML/Actionscript as needed.

Intervisual Books, Culver City CA, 2004-2006

International Contracts Coordinator/Production & Executive Assistant

- Handled all International contracts for rights of titles in International territories, keeping track of reversion of rights for titles, drafting of contracts for sales, and running any rights issues by corporate attorneys.
- Handled trademark and copyright filing, while researching conflicting trademarks and patents.
- Assisted in quality checking proofs, checking dye-cuts, updating of production database, checking drop dates and port of entry, handling international claims and delays.
- Assistant to CEO and COO, handling all meeting scheduling, travel arrangements, and executive expenses as needed.

EDUCATION |

B.A. Studio Art/Japanese-UC Santa Barbara
Supplementary Flash courses taken at UCLA

| FREELANCE WORK/COMMISSIONS

CLIENT: BMC Software, Texas

WORK: BATCH -A mini comic showcasing a new software program for tradeshow and meetings.

CLIENT: Karoza Design, Glendale CA

WORK: www.karozadesign.com - a Flash only redesign of company website for limited updating.

CLIENT: David Harb for USC Films

WORK: CUT AND RUN storyboard artist

CLIENT: DK Films

WORK: Unnamed Electronica music video- storyboard artist

www.girlamatic.com - **VOYAGE MOYEN**, a weekly ongoing serial comic

www.webcomicsnation.com - **MAD SUGAR**, a weekly ongoing serial comic

