



Fran Cahoon  
Graphic Designer

## FRANCES CAHOON

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361-537-1901

### DESIGN SKILLS

Page Layout, Art Direction, Photography, Corporate Identity, Logos, Ad Design, Web Design

### TECHNICAL SKILLS

Adobe Design: Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat  
Microsoft Office: Word, Excel, Outlook, PowerPoint

### EXPERIENCE

2009 - Present

FRANCAHOONDESIGNS, Fort Lauderdale, FL

Graphic Designer - Freelance

Responsibilities:

Research, production, page layout, photography, typography, image manipulation

Accomplishments:

- Create promotional flyers for Trim N Tone
- Create logo design for sizzle Salsa

Skills Used:

Photoshop, Illustrator, InDesign

2006 - 2014

PLANTATION OFFICE PARK, INC., Plantation, FL

Property Manager

- Manage day to day operation for 98,000 sq ft property
- Communicate with tenants to address their needs and resolve issues
- Accounts payable and receivable
- Prepare monthly financial variance analysis, 1099's, sales tax
- Periodic inspections to maintain at a high level of appearance and performance

2011

ARTEMIS DESIGN GROUP INC., Fort Lauderdale, FL

Graphic Designer - Internship

Responsibilities: Client meetings, research, image manipulation, layout, production

- Produce work for a variety of clients in a team environment

Skills Used: Photoshop, Illustrator, Indesign

2004 - 2009

QUICK WEIGHT LOSS, INC., Plantation, FL

Office Director

- Produce job description manual with illustrations and organizational flow chart
- Manage and hire for corporate office and shipping department
- Payroll, health, dental, Cobra, 401K admin, W/C claims - 108 employees
- Property management for three commercial, one residential properties
- Maintenance coordinator for fifteen center location
- Essential team member in redesign of interior decor for center locations

### EDUCATION

The Art Institute of Fort Lauderdale, FL - Bachelor of Science Degree in Graphic Design - 2011

Delmar College, Corpus Christi, TX - Associate in Liberal Arts - 2006

### AWARDS & RECOGNITIONS

Project published in third edition of *The Graphic Designer's Guide to Portfolio Design*

Mark K. Wheeler Gallery 34th Annual Student Show Honorable Mention Award

Graduated Cum Laude

Artemis Design Group Honors Program

Highest Achievement Award for Outstanding Academic Performance and Service to the Community and School

### MEMBERSHIP

AIGA | the professional association for design

