Resume sample for Desktop publisher

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional summary**

* Handled a lot of creative tasks for different types of marketing projects.
* Adept at using variety of software required in desktop publishing activities.
* Introduced work process that simplified work and enhanced work output.

**Experience**

Quality control inspector/ desktop publisher

(Mention the name of the company) 2012-2014

Worked with quality control, desktop publishing, and writers to meet strict-month deadlines

* Coordinated and prioritized the processing of manuals.
* Updated the status of each manual using the company’s project management database.
* Created & maintained 60 templates for 50 writers for all aircraft manuals using frame maker.
* Trained and supported 75 users on using frame maker.
* Followed company convention while preparing manuals.

Desktop publisher/ product shipper

(Mention the name of the company) 2010-2012

* Assisted in deigning of 1300 page catalog that help produce 1 year of increased sales.
* Created logos for multiple product line to help sales.
* Re-shot majority of photos in catalog so that images were up to date.
* Organized photo library by product code to allow for quicker search results.
* In charge of group up to 3 people to make sure orders are shipped out on time and daily goals are met.

**Education**

20XX -20XX Hind College, Mumbai

* Completed a Bachelor’s Degree in Literature
* Completed a Master’s Degree in Literature.

**Computer Skills**

* QuarkXPress
* Frame maker
* Adobe illustrator
* Adobe Photoshop