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**OBJECTIVE**

To use my design, communications and project management skills to produce effective products, marketing, web, business, entertainment, training and technical materials that will enhance clients' visibility, productivity and profitability.

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**STRENGTHS**

Exceptional digital illustration, computer, communications, graphics and conceptual skills; pull together multiple files to produce comprehensive packages and edit for consistent language; produce clearly written/edited and well-designed materials, which includes technical and business writing, manuals, web content and images, presentations, newsletters, illustrations, graphics, photos and publication layouts; creative under pressure; 1/1 and small group software/graphics/writing training; public speaking on communications/careers topics (schools, CDC); excellent project management skills: organized, focused and goal oriented; work well with people at all levels and in team environments; long experience with large and small corporations; strive to give more than expected; possess a positive attitude: there is always a good solution to challenges.

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**WORK EXPERIENCE**

**CORNING COMMUNITY COLLEGE, Corning, NY - Adjunct Professor** January 2009-Present  
*Teach "Intro to Graphic Design", giving students a "real world" perspective in working in this field.*

**CTG (COMPUTER TASK GROUP), Buffalo, NY - Technical Writer** (Coordinator: Steve Herrmann) July 2000-Present  
*Provide web creation and maintenance, design services, presentations, training materials, and technical documentation for projects at Corning Incorporated on an as-needed, contract basis, thus saving employees a lot of time and expense.*

- Intranet website creation and maintenance, web graphics, photography
- Presentations in PowerPoint/Adobe Presenter, including script editing, graphics, animations, voiceover and sound editing
- Design of forms, newsletters and spreadsheets for corporate-wide online distribution
- Adobe Acrobat documents
- Writing and editing of training manuals, SOPs, instructions and procedures, including tables of content, links
- Compilation of multiple files and data into cohesive documents for internal and external distribution
- Digital photography, scanning and image manipulation for publications
- Article writing and editing for newsletters and other internal publications, creation of web graphics and written content

**TINA HOWE COMMUNICATIONS DESIGN, Corning, NY - Owner** July 1995-Present  
*Owner of successful freelance operation providing writing and editing, page design and layout, web graphics and content, illustration, photography, pdfs, and 4C press materials. Work with corporations, small businesses and not-for-profit organizations. Also provide on-site presentation design and documentation services.*

- Production of two novels (and associated collateral materials) and children's picture book, including the writing, cover and interior illustration (pen name Tina Field Howe)
- Illustrations for two book publishers: Capra Books, CA and A&C Black Pub. Ltd., London (four books)
- Design of professionally produced music CD packaging, including photo touchup and graphics creation
- Photoshop cleanup, corrective illustration, film preparation, and creation of prototypes for production of housewares products for World Kitchen (formerly Corning Consumer Products Company)
- Photo retouch, collage, illustration, photo painting, restoration
- Written business and technical communications, marketing materials, booklets, newsletters, presentations
- Historic preservation design projects, including signage design and façade effects for non-profit agency
- Several web graphics projects including people and products as subject matter
- Technical and marketing consulting for creative artists
- Work closely with print suppliers to prepare files for printing quality products
- Provide one-on-one and classroom training in MS Word, PowerPoint, Photoshop, creative writing, and electronic presentation technique
- Help customers define project concepts, budgets and timings
- Photography: Product, event, portrait and landscape
- In addition to experience in *Desktop Publisher* below, have had opportunities to work more in-depth with a large variety of customers and service providers on very complex projects
- Several presentations at schools about careers in art, computer graphics and web design

*Continued*

**THE PETRA GROUP, Corning, NY - Communications Designer** (Supervisor: Michael Kimball) April-August 1998

*Start-up of desktop publishing business; design and production of internal marketing materials (down-sized August 1998).*

- Designed, edited and produced 12-page color booklet, 4-color brochure, several mailers, related photography
- Wrote/edited web content, provided graphics, web concept and design ideas; worked closely with web designer
- Researched and specified desktop publishing equipment and software, developed standards for operating a graphics design business

**CORNING INCORPORATED, Corning, NY (14 years)**

**Desktop Publisher**, Administrative Center Design & Graphic Services (Supervisor: Dawn Burlew) 1994-1995

*Use of graphic design skills to help businesses and organizations throughout the company create successful communications (downsized in 1995).*

- Design, layout, creative and technical illustration, editing and production of brochures, manuals, posters, forms, presentations, charts, novelty items, newsletters, 3D pieces and signage
- Collaborated in a team environment to complete projects on time
- Consulted with customers to define scope of projects and maintained contact through delivery
- Co-chaired Corning Professional Women's Forum Communications Committee, which produced *Professionally Speaking* quarterly newsletter, yearly *Impact Report*, and other communications
- Conducted interviews, wrote and edited articles for *Professionally Speaking* on a regular basis
- Created graphics for Admin Center communications monitors

**Project Coordinator**, HR Consulting & Services/Employee Involvement/E&T, HR Division (Supervisor: Bonnie Harrison) 1989-1994

*Managed communications, logistics for training programs, and large-scale change events, which helped several organizations across the company transition from traditional to team-based operations.*

- Provided layout, design, writing, editing and production of communications, participant workbooks, marketing materials, tools, presentations, brochures, newsletters, procedures and memos
- Consulted with customers in preparation for strategic large-scale change events
- Writing and editing as a member of the HR Redesign Team Communications Committee
- Interviewed subjects, wrote and edited articles for *Professionally Speaking*
- HRC&S Communications Committee chair
- Acted as liaison with trainers and consultants to customize training materials
- Conducted work redesign training simulations (Box & Diskette Factories) and facilitated work groups

**Various Administrative Corning Incorporated Positions**

1980-1989

**EDUCATION**

**BA Anthropology and Art**, Cum laude, State University of New York (SUNY) at Brockport

*Post College Education*

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|---|-------------------------|--------------------------|
| • Benchmarking Process                                    | • Business Writing      | • Corning Total Quality  |
| • Myers-Briggs Type Indicator Certification               | • Interpersonal Skills  | • IMPACT Process Mapping |
| • Writer's Digest School – Certificate in Fiction Writing | • Communication Skills  | • HTML training          |
| • Baldrige Assessment and participation                   | • Proofreading Skills   | • Grammar Skills         |
| • Conflict Resolution                                     | • PC/Macintosh training | • Presentation Skills    |
| • Theatre improvisation, elocution                        | • Marketing             | • Publications Design    |
| • Several studio art classes                              | • CC Breeze             | • FrontPage              |

**AWARDS**

Many recognition awards, certificates and public recognitions

**COMPUTER SKILLS**

**Software:** *Main software:* MS Office, Photoshop, FrontPage, Presenter, FreeHand, PageMaker, InDesign, Illustrator, Acrobat; learn new software and systems as required

**Computers:** PC (Microsoft Windows, XP, Vista) and Macintosh

**Other:** Scanner (graphics and OCR), digital camera, Internet, secure servers

*Samples, portfolio and references available on request.*

Updated 1/06/08