

Barbara S. Philleo
Ribera del Lago #42
El Chante 45800 Jocotepec
Jalisco, Mexico
387-763-1284
letter@letterperfectworld.com
www.letterperfectworld.com

- Objective** Desktop publishing, graphic design and digital imaging projects and training
- Key Qualifications** Established desktop publishing business, Letter Perfect, in 1986.
Continuous use of state-of-the-art hardware and software since 1986.
Highly skilled in all desktop publishing applications, including InDesign, Freehand, Photoshop and related software.
Excellent written and oral communication skills. Creative, well organized.
Excellent people skills — diplomatic, persuasive, friendly.
Energetic, ambitious, responsible.
Respect and meet deadlines.
- Education** High School Diploma, South Eugene High School, Eugene, OR, 1967
Bachelor of Arts degree in English, University of Oregon, Eugene, OR, 1971
Numerous graduate-level credits in English, University of Alaska Fairbanks
Numerous workshops and courses in desktop publishing and Web editing software packages
- Accomplishments** Fairbanks, Alaska resident 1971-2007. Married to my husband 36 years; two outstanding children, ages 25 and 22.
High School English teacher 1972-1980.
Established sole proprietorship in 1986; Letter Perfect has been a successful publications business for over 20 years.
Established and managed Fairbanks welcoming service 2004-2006.
Mastered computer-based graphic design and Internet tools. Provide services at any time, from any location to any location.
- Employment History** 1972-1980: Fairbanks North Star Borough School District, High School English Teacher
1980-1982: University of Alaska Fairbanks, Administrative Assistant
1983-1985: Editor, New River Times, Fairbanks Native Association, Fairbanks, AK
1986 to present: Owner and sole provider of services: Letter Perfect, offering publication design and Web site services.
2004 to 2006: Area manager of Neighborhood Greetings, Fairbanks, Alaska
2006 to present: Instructor, desktop publishing courses, University of Alaska Fairbanks Center for Distance Education. Freelance photo editing and printing. Private and small group instruction.
- Memberships** National Association of Photoshop Professionals
- References and samples of work** Available upon request