
JULIE M. WELCH

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OBJECTIVE

To be challenged creatively while working in the graphic design field, to work in a team-based setting that supports innovative thinking, and to continue learning updated design software.

EDUCATION

Jan 04 – present **Prairie State College**, Chicago Heights, IL
Selected Courses in Graphic Design

- 2D Design
- Art History
- Typography
- Design for Publishing

Jan 99 – May 01 **University of Michigan, College of Engineering**, Ann Arbor, MI
B.S.E. Mechanical Engineering

- Design & Manufacturing
- Manufacturing Processes
- Modeling, Analysis, & Control
- Statics & Dynamics
- Design for Manufacturability
- Laboratory Testing & Reporting
- Strength of Materials
- Fluid Mechanics

WORK EXPERIENCE

Nov 03 – present **Adastra Design**, Monee, IL

Freelance Website Developer & Graphic Design: Contract work offering website design and hosting services for small businesses. Also designing logos, technical illustrations, and publishing projects.

May 02 – Jun 03 **Structural Preservation Systems**, Gilberts, IL

Project Engineer: Trained for project management with construction contractor specializing in repair, rehabilitation, and coating of all types of concrete structures. Responsibilities included estimating, contacting subcontractors and suppliers, manpower scheduling, cost control, safety management, quality control, and field supervision, under the mentorship of a project manager.

Noteworthy Projects:

- On-site Project Manager for a \$300,000 around-the-clock, out-of-town, 15-day job at major petrochemical refinery. Renegotiated contract price mid-job to include extra work.
- Field supervisor for a six-week, out-of-town, \$250,000 job at a hotel. Developed working relationship with hotel manager and helped schedule work to minimize disruption to guests.
- Project Manager for several local jobs worth about \$5,000–\$10,000 each.

Jan 97 – June 00 **Industrial & Marine Hardware**, Fort Myers, FL

Office Assistant: Duties included managing office, daily bookkeeping procedures, accounts payable, accounts receivable, and preparing records for a sales tax audit. Company is an independently-owned retail/wholesale hardware store.

Jan 96 – Dec 96 **MIT Computing Help Desk**, Cambridge, MA

Student Computer Consultant: Responsibilities included Macintosh and Windows computer troubleshooting via email, telephone, and walk-ins; creating and updating client contact logs; and attending weekly training meetings.

PORTFOLIO

Available upon request and also viewable online at www.juliewelch.com.

COMPUTER SKILLS

Platforms: MacOS 7–X, Windows 95–2000, and UNIX
Software: Microsoft Word, Excel, and PowerPoint (Office 2001)
Adobe Photoshop, Illustrator, and InDesign CS; Adobe PageMaker 6.5 and Quark XPress 4.1
Programming: HTML, CSS, JavaScript, MatLab, C/C++