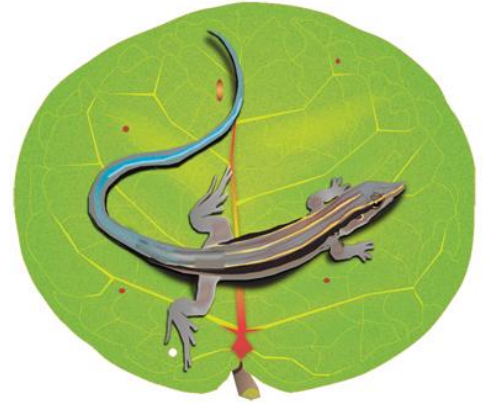




Helen Gynell

GRAPHIC DESIGNER | ILLUSTRATOR | WRITER



- Graphic Design and vector art using **InDesign** and **Illustrator**
- **Photoshop** | **Fireworks** | **Acrobat Professional** | **Acrobat Distiller**
- **HTML/XHTML** with **Expression** | **FrontPage** | **FreeMind** | some **WordPress** Template work and **Dreamweaver**
- **Microsoft WORD** | **Excel** | **Outlook** | **PowerPoint** | **Access** | **Constant Contact**
- **istockphoto** | **Shopify** | **ZenCart** | **SlideShowPro** | **Constant Contact**

social media

[Facebook](#) | [flickr](#) | [foursquare](#) | [friendfeed](#) | [Get Glue](#) | [Google+](#) | [LinkedIn](#) | [Pinterest](#)
[twitter](#) (accounts at bottom of page) | [tumblr](#) | [StumbleUpon](#) | [YouTube](#)

experience

[Coral Gables Community Foundation](#)

Marketing Coordinator | Graphic Design

December 2008—Present

Freelance Writer and Designer

working mainly for [goidx.com](#)

July 2008—December 2008

[EWM, Inc., Realtors®](#)

Executive Assistant to COO | Legal Coordinator

September 2000—June 2008

[The Container Store®](#)

October 1999—September 2000

[University of Miami School of Law](#)

Coordinator II for Graduation Programs

Secretarial Pool Supervisor

Word Processor Operator, Senior

January 1996—March 1999 and September 1984—March 1992

education

[University of Miami "The U"](#)

Attended part time while working—earned approximately 145 credits
Painting, Communication Major | Literature Minor

[Miami-Dade Community College](#) Wolfson Campus

Associate in Science in Hotel and Restaurant Management

[Coral Gables Senior High School](#)