

GARY YOKIE

940 Nadine Street • Houston, Texas 77009-2441 • 713-806-5008
garyyokie@yahoo.com

May 1985 to present

Independent Commercial Artist

- Produce layout, design, and graphic elements for print and Web
- Solicit bids and supervise press production
- Write, edit, and proofread copy for print
- Direct photography sessions
- Create illustrations

Clients include: Bath & Kitchen Buyers' Group, William Ralston Video/Film, *Artscene* Magazine, Bruce Senior Photography, Cypress Point Hospital, Heights Hospital, Home Entertainment/Industrial Audio/Video, Medical Productions, Public Address Design, Sierra Club Houston, Stafford Municipal School District, Texas Southern University, and University of Houston—Clear Lake School of Science and Technology Online Recruitment.

February 2006 to October 2007

Graphic Artist and Technical Writer, Shea Writing and Training Solutions

- Design, illustrate, and edit publications for energy industry clients
- Edit internal documents for company and government oversight
- Document training sessions with audio/video recording and production
- Create in-house promotional artwork and copy

February 2000 to February 2006

Web Designer and Graphic Artist, Editorial Online, *The Houston Chronicle*

- Site design and maintenance for the *Houston Chronicle* website
- Created spot illustrations, adapt print graphics
- Edited and produced web audio and video files
- Formatted photo galleries for feature articles
- Wrote, edited, and proofread headlines, credits, and cutlines
- Designed sections exclusive to the *Chronicle* online edition

October 1999 to February 2000

Web Designer, Skilmatch Staffing, Inc.

- Created and updated websites for employment agencies nationwide
- Produced spot artwork and logo designs, formatted photography, and wrote HTML, JavaScript, and CGI
- Proofed text and edited audience-specific material directed to employers as well as prospective employees

June 1999 to October 1999

Web Designer, Houston Design & Production Group, MBT International

- Created and adapted agriculturally related sites for the Web
- Redesigned graphics and text for company Internet and Intranet servers
- Kept abreast of developments in Web publishing technology, graphics conversion and storage protocols, interactive forms, database management, browsers, and remote-editing programs
- Established protocol for posting material to the website and determined appropriateness of external links
- Created revenue-generating banner ads for agricultural publishers, suppliers, and manufacturers

February 1988 to June 1999
Houston Independent School District—

Internet/Intranet Content Coordinator, Citizen Information (Beginning February 1996)

- Created and adapted documents for Web display on Internet and Intranet servers
- Established protocol for posting material to the website and appropriateness of external links
- Met with leadership of Technology, Public Information, Research, and other HISD departments in early April 1996 to develop a Web presence; launched site in early May
- Earned a 1997 Employee Incentive Award for efficiency and cost-containment in website development

Technical Writer/Public Information Officer, Citizen Information (Beginning August 1991)

- Wrote speeches for Superintendent of Schools, senior administrators, and School Board members
- Wrote and edited articles for publication in *FYI* (employee newsletter), and *HISD Today* (for parents, students, and public)
- Prepared documents for in-house and public distribution
- Responded to citizen concerns in person, on the telephone, and via email and traditional correspondence

Technical Writer, Curriculum (February 1988 to August 1991)

- Edited, researched, and proofed manuscripts
- Designed format for teacher-developed curriculum guide
- Solicited bids from printers and binderies
- Devised publishing schedules and production deadlines

October 1985 to July 1986

Book Production Designer, Gulf Publishing Company, Houston

- Developed design and layout of consumer and industrial books
- Served as liaison between editor and art department
- Solicited, analyzed, and recommended bids from printers, binderies, and shippers
- Corresponded with printers and binderies for schedules, quality assurance, and cost control
- Contributed to weekly strategy sessions for book titles, promotion, and cover artwork

December 1984 to October 1985

Art Director, Medical Productions, Bellaire, Texas

- Produced *The Houston Medical Directory*, an annual reference guide
- Illustrated, edited, and designed *Jury Manual—A Guide for the Prospective Juror*
- Developed print, production, and publishing schedules
- Marketed publications to book distributors

June 1980 to October 1984

Production Artist, Gulf Printing Company, Houston

- Produced layouts and design for press
- Assembled and checked press proofs and color keys

May 1978 to March 1980

Art Director, Mass Media Associates, Houston

- Designed prototype edition for *Bravo Cultural News*, proposed bimonthly arts magazine
- Solicited bids from printing and typesetting firms
- Developed direct-mail fundraising campaigns
- Organized press and production schedules

October 1977 to April 1978

Art and Production Director, *In Houston* (later *Houston City*) Magazine

- Designed and produced monthly magazine
- Assigned photos and illustrations for editorial and advertising
- Developed production deadlines
- Checked press proofs and color separations
- Wrote occasional consumer articles and reviews

May 1977 to August 1977

Editorial Artist, *The Houston Post*

- Created artwork for editorial articles
- Produced maps, charts, and graphs with daily and weekly deadlines
- Drew illustrations for feature pages and front-page banners

October 1976 to November 1977

Production Artist and Advertising Art Director, *The Pasadena Citizen*

- Composed artwork for daily newspaper advertisements
- Promoted to Advertising Art Director, June 1977, to lay out and design display ads
- Created comprehensive layouts of prospective ads for sales staff
- Drew daily editorial cartoon and wrote articles in addition to regular duties

Skills

Macintosh OS: Adobe Creative Suite; Microsoft Office suite; Quark XPress; various audio, text, and image processing utilities; HTML and JavaScript

Windows OS: Adobe Creative Suite; Microsoft Office Suite; Quark XPress; HTML and JavaScript

Education

University of Houston	Attended 1975	Fine Arts major
Deer Park High School	Graduated 1973	Emphasis on art, Spanish, and photography

Portfolio/references available upon request