

818-429-4847

14607 Erwin Street #202
Van Nuys, CA 91411

EDUCATION

California State University, Northridge

- Bachelor of Arts
Theatre major

New Horizons Computer Learning Center
Completed classes in the following subjects:

- Adobe Photoshop
- Adobe Illustrator
- Macromedia Dreamweaver
- HTML Coding

Washington Mutual Talent Builder
Completed classes in the following subjects:

- Production Quality and Dynamics
- Beginning, Intermediate and
Advanced Microsoft Access

EXPERT USER OF THE FOLLOWING SOFTWARE

- Microsoft Office Suite
- Adobe PhotoShop
- Adobe InDesign
- Adobe Illustrator
- Adobe Pagemaker
- Interwoven Content Manager
- Macromedia Dreamweaver
- Macromedia Flash
- Altova Authentic

ONLINE PORTFOLIO

<http://www.jonmullich.com>

REFERENCES

- Debbie Reif
Countrywide Bank
AVP, Risk Assessment Analyst
805-381-4308
Debbie_Reif@Countrywide.Com
- Lanie Gomez
Washington Mutual Bank
Senior Manager-Compliance
(818) 775-7205
lanie.gomez@wamu.net
- Sean Davy
Countrywide Financial Corp
Senior Vice President,
Quality Service Management
(805) 381-4149
Sean_Davy@Countrywide.Com
- Martha Barber
Washington Mutual Bank
Vice President,
Retail Bank Communications
(818) 516-5216
mamasan9@yahoo.com

Freelance Graphic Artist November, 2006—present

- Created web content for companies that include ICANN, Peach Direct, the Jewish Federation Council of Los Angeles.
- Converted 100+ page legal documents from Microsoft Word to HTML files.
- Designed and distributed e-mail marketing material.
- Created entrepreneurial web site for ETC Entertainment.
- Created original artwork, letterhead, reports, and flyers for business clients.
- Edited and revised text for internal and customer communications.
- Designed print layouts from ground-zero using the company's branding as a model.

Washington Mutual Bank November, 2004—November, 2006 *Form Supervisor/Assistant Vice President*

- Managed inventory of more than 3,000 forms, using hardcopy and electronic delivery methods.
- Managed spending on forms used by 2,200 branches, achieving more than a million dollars (11% of forms budget) in cost saves for fiscal year 2006 by converting hardcopy forms to electronic delivery methods and redesigning existing forms to be produced more cost-effectively.
- Designed and supervised production on hundreds of original forms and job aids for delivery via hardcopy and electronic methods, using Microsoft Word, Publisher and Excel; Adobe Pagemaker, Illustrator, PhotoShop and Adobe Acrobat Professional.
- Created 270 e-mail forms using Microsoft Outlook and 1,020 HTML landing pages for forms for delivery on online procedures manual and wrote more than 100 internal communications relating to form updates and distributions.
- Introduced many new features for Washington Mutual electronic forms, including Word documents that may be e-mailed by clicking on a checkbox within the documents, form fields that repeat populated data in multiple fields, and forms that contain calculation tables.
- Created original artwork for both print and online delivery, including logos, images for marketing material, and retouching of photographs used for employee recognition website, using Adobe PhotoShop and Illustrator.
- Created and maintained two internal web sites.
- Supervised one direct report.
- Taught classes in Adobe PhotoShop, Microsoft Word, Macromedia Dreamweaver and Altova Authentic for Washington Mutual employees.
- Designed and supervised production of hardcopy legal inserts for more than 14,000,000 monthly statements as well as HTML versions for delivery on WaMu.com web site.
- Received outstanding employee of the fiscal quarter award following both first quarter in the position and final quarter in the position and received a 4.92 out of 5 (Highly Exceeds Expectations) rating on final performance review.

Washington Mutual Bank April, 1998—October, 2004 *Business Analyst*

- Designed and oversaw production of weekly hardcopy procedural newsletter formatted in Microsoft Publisher and creating original artwork in Adobe PhotoShop.
- Conceived and executed reformatting of newsletter into online version, producing two separate online versions and one hardcopy version per week for more than a year period.
- Wrote hundreds of internal communications in the form of procedural articles for weekly newsletter and mass distribution e-mails.
- Designed and oversaw production of numerous information binders, including Y2K Preparedness, Divestment of Montana branches to Glacier, Financial Center Self Audit, and NCR ATM Reference Guide.
- Wrote and illustrated internal procedures booklets on using various software applications including Adobe InDesign, Illustrator and Photoshop.