

Links

- https://drive.google.com/file/d/1xIDrfjp8xJjoucDyOFLah0XZV8pJzKLB/view?usp=sharing

Professional Summary

Business Professional with over 18 years of successful experience in Leadership and Graphic Design. Recognized consistently for performance excellence and contributions to success in Graphic Design and Printing industry. Strengths in Creative Problem Solving and Project Organization backed by training in Business Administration.

Skills

- PC and Mac platforms
- Team management
- Team building
- Problem resolution
- Graphic design
- Adobe Creative Suite
- Organization
- Leadership
- Prepress
- Quality control
- Production layouts
- Project organization
- Process improvement
- Business operations
- MS Office
- Supervision
- Relationship development

Work History

Graphic Designer, 07/2018 to Current

New Penn Financial – Tempe, AZ

- Used InDesign and Illustrator to develop product mockups and prototype designs.
- Developed creative design for marketing packages, including print materials, brochures, banners and signs.
- Conceptualized and developed graphics products for Print, and Signs projects using InDesign and Illustrator.
- Researched trends and projected changes in Advertising in order to capitalize on emerging opportunities.
- Demonstrated ability to take on various roles including graphics assistant and graphics specialist to provide range across projects.
- Applied knowledge of production to create high-quality images.
- Troubleshoot working files.
- Created digital image files for use in digital and traditional printing methods.
- Router line set up for signs department
- Maintain the UStore using XMPie, backend maintenance of information and upload of files.
- Merge Excel mailing lists into Indesign for Direct mail pieces.
- Serve as backup support for the Manager, ordering paper and scheduling jobs.

Design Services Manager, 01/2016 to 01/2018

General Dynamics – Menands, NY

- Assigned daily employee tasks and monitored activity and completion.
- Developed processes for Magazine Ad Design and 3D floorplan orders and maintained them.
- Collaborated with clients on styling preferences including furniture and finishes.
- Worked with Product Managers to understand needs and provide Creative Ad Design service.
- Created operating procedures for various projects and day-to-day operations Graphic Design.
- Resolved file and communication problems, improved operations and provided exceptional product line support.
- Created 3D Floorplan designs using Chief Architect.
- Over sought ad design including flyers, brochures, postcards, business cards, and site maps.
- Some social media ad creation and production Leadership.
- Web ad display creation and best practices.
- Developed team communications and information for Product meetings.
- Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.

Design Supervisor, 08/2008 to 10/2016

For Rent Media Solutions – City, STATE

- Managed daily workflow of designers, including the creation of ad designs, review of master schedule & deadlines and subsequently prioritized work based on changing conditions.
- Planned project concepts by researching and studying information.
- Developed design deliverables that elevated, differentiated and functioned on-brand and on-strategy.
- Collaborated with and coached personnel on creative problem solving for ad design, flyers, brochures, postcards, business cards, and site map creation.
- Created and over sought workflow and deadlines.
- Ensure designers provided efficient designs for their clients and ensure that print deadlines were met.
- Maintained consistent use of graphic imagery in materials and other marketing outreach.
- Developed team communications and information for Production meetings.
- Responsible for all staff training, progressive discipline and performance reviews.

Team Lead, Graphic Designer , 07/2001 to 08/2008

For Rent Media Solutions – City, STATE

- Collaborated with Product Managers, attained requested client designs for ad design publications in multiple assigned markets .
- Created designs for publication, client brochures, flyers, business cards, and site maps
- Consistently met or exceeded deadlines regarding ad design project
- Exported imposition files and proofread print-ready files.
- Processed RIP (Raster Image Processor) files to create proofs for publications, Coordinated and executed layouts for multiple market publications.
- Responsible for submission of final publication layout to Production Department.
- Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.
- Assigned daily employee tasks and monitored activity and completion.

Education

2015

ATi Career Training Institute

- Majored in Graphic Design
- Graduated in Top 10% of Class
- Graduated with 4.0GPA
- Graduated summa cum laude

Associate of Arts: Business Administration, 2008

Strayer University - Washington, DC

- Majored in Business Administration
- Graduated with 3.8 GPA
- Graduated cum laude
- Dean's List