

JESSICA CLAIRE

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Links

- <https://drive.google.com/file/d/1xIDrfJp8xjoucDyOFLah0XZV8pJzKLB/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