

# Allen McBroom Bey

## **Graphic Designer | Print Production Lead Coordinator | Full Stack Web Developer**

Greensboro, NC 27409

[almcbroombey@hotmail.com](mailto:almcbroombey@hotmail.com)

Highly creative and multitalented Graphic Designer with extensive experience in multimedia, marketing and print design. Exceptional collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Highly skilled in client and vendor relations and negotiations; talented at building and maintaining "win-win" partnerships. Passionate and inventive creator of innovative marketing strategies and campaigns; accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements.

Willing to relocate to: Greensboro, NC - Charlotte, NC - Raleigh-Durham, NC

Authorized to work in the US for any employer

## Work Experience

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### **Production Lead Coordinator**

FedEx Office - Durham, NC

June 2018 to Present

- Coordinates and monitors all production, quality, and shipping processes. Responsible for providing the production team members with print ready files and order details to ensure done right and on time production output.
- Assists the Assistant Manager, in managing, monitoring, and facilitating production processes in all work streams. Assist in the training of store team members.
- Provide customer service for shipping customers, including anticipating needs, suggesting alternatives for different shipping rates, packing options, and problem-solving customer solutions, with a minimum amount of supervision.
- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases.

### **Freelance Graphic Designer**

FREELANCE - Charlotte, NC

July 2006 to December 2021

Freelance Graphic Designer

- Muuraw Vegan: Lead design development and implementation of the graphic, layout, and production of food delivery materials while helping client brand, design stationary, and photography for raw vegan lunch, dinner, desert preparation.
- National Coalition 100 Black Women and Trinity House: Flyer Design, packaging design. Promoting awareness and for celebrating national HIV testing day. Responsible for design and production of advertisement posters, business cards, brochures, invitations, and related project materials.

### **Graphic Designer / Website Marketing Team Member**

THE DURHAM ART GUILD

October 2017 to November 2018

- Creates Flyers and templates to convert sales in memberships for DAG.

- Edit and retouch photos from exhibitions and events for website and placement on promotional materials.
- Implement new additions to website for upcoming events by collaborating with team members to achieve team goals.

### **Deli Associate/ Butcher**

Healthy Home Market - Charlotte, NC

October 2015 to May 2017

- Communicate directly with customers and distribution companies to ensure a pleasant experience while maintaining an enjoyable customer service and repeat business.
- Delivered exceptional customer service Operated industrial equipment Prepared food in accordance with Department of Health standards
- Provided quality customer service including filling orders timely and accurately with a great attitude.
- Developed a reputation for excellent customer service via telephone and in person.
- Provided quality cuts of beef, chicken, pork, lamb, and fish.

### **Customer Service Associate, Lumber Dept. / Delivery Driver, Appliance Installer**

Lowe's Home Improvement - Charlotte, NC

March 2013 to October 2015

- Fulfill orders received by email, fax, website, or other electronic data interchange. Validated loading tickets and processing orders and deliveries accurately so customers receive merchandise as expected and in a timely manner.
- Coordinate with customer's schedule for their appliance delivery, while mapping best routes through cities and communities to maximize work efficiency. Operate box trucks on public roads while transporting appliances. Forklift certified for loading and unloading store products.
- Follow up on customer problems to ensure the correct solution was carried out. Achieved an average of 98% in customer service feedback surveys.

### **Deli Associate and Cashier**

McAlister's Deli - Charlotte, NC

July 2009 to February 2012

- Providing excellent guest services. Taking the guests orders (Walk-in or Call-in) and providing the guests with their beverages.
- Perform open/close of the dining room. Pre-busing tables and cleaning tables.
- Perform open/close of the kitchen. Prep produce, and par up stations
- Prepare guest food according to MCA standards and quality
- Focus on kitchen cleanliness
- Adhere to all the company policies regarding, but not limited to, health, safety and operational standards

### **Graphic Designer**

CAROLINA PAD

May 2006 to April 2009

- Created and proofed design files for office and school products to send to domestic and international mass-market production teams.
- Collaborated with in-house Designers, Mock-up personnel and Product Managers to assure end product perfection based on their overall marketing goals.

- Managed workflow of multiple projects throughout the entire design to mass-market production process, ensuring the highest degree of accuracy and quality for big-box clients.
- Created 4+ design presentations and proposals a month for clients and account managers.

## Education

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### **Certificate in Full Stack Development**

University of North Carolina at Chapel Hill - Chapel Hill, NC

February 2022 to July 2022

### **Associate of Applied Science in GRAPHIC DESIGN**

Art Institute of Charlotte - Charlotte, NC

June 2005

## Skills

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- Advertising (10+ years)
- Branding (10+ years)
- Art Direction (7 years)
- Logo Design (10+ years)
- Print Layout (10+ years)
- Editorial Layout (10+ years)
- Adobe InDesign (10+ years)
- Adobe Illustrator (10+ years)
- Adobe Photoshop (10+ years)
- Photo Retouching (10+ years)
- Adobe Creative Suite (9 years)
- Layout Design (9 years)
- Graphic Design (10+ years)
- Typography (10+ years)
- Digital design (10+ years)
- Mac OS (10+ years)
- Adobe Acrobat (10+ years)
- Illustration (10+ years)
- Photography (10+ years)
- Microsoft Word (10+ years)
- Microsoft Excel (10+ years)
- Microsoft Outlook (10+ years)
- Apple Pages (1 year)
- Order entry (5 years)
- HTML5 (Less than 1 year)
- Typing

- Customer support
- CSS (Less than 1 year)
- JavaScript (Less than 1 year)

## Languages

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- en - Expert

## Links

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<https://www.behance.net/ambey83>

<https://www.linkedin.com/in/allen-mcbroom-bey-b8b02324/>

## Assessments

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### **Graphic design — Proficient**

November 2021

Using graphic design techniques and producing visual media to communicate concepts

Full results: [Proficient](#)

### **Attention to detail — Highly Proficient**

December 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Work style: Reliability — Proficient**

February 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.