



# Janelle M. Shields

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## SKILLS

- Over two decades of experience in
  - Graphic Design
  - Print Production
  - Marketing
  - Branding
- Highly functioning professional who meets deadlines with efficiency and with an emphasis working within budget requirements.
- Detail oriented and organized. Dynamic team player and problem solver. Well developed verbal and communication skill set. Build “win-win” partnerships. Highly skilled in client and vendor relations.
- Software: Adobe Creative Suites CC (InDesign, Photoshop and Illustrator); Quark Express; Microsoft Office (Word, Excel and PowerPoint)
- Platforms: Mac and PC (prefer Mac)

## EDUCATION/EXPERIENCE

Associates of Arts

- Business Administration
- Eastern Wyoming College

President/Creative Director

- Phantasm Graphics, LLC
- 2001 - 2019

## WORK HISTORY

### Senior Graphic Designer

February 2019 – August 2020

#### Lake Mead Christian Ministries

655 East Lake Mead Parkway, Henderson, NV 89011 • (702) 565-5831

Designed, produced and/or amended communications pieces (print and digital) for four branches consisting of a childcare and preschool, school (K-12), church and wellness center. Communicated and facilitated the art direction and formatting of design deliverables. Collaborated internally and externally to conceptualize and execute creative solutions. Worked with outside vendors for design specific projects and created accurate price estimates while delivering solutions within budget. Fulfilled executive level printing requests and pre and post production quality checks. Managed production of all printed pieces and ensured on-time and on-budget delivery of projects. Oversaw and coached on creative process. Supervised interns.

### President/Creative Director

September 2001 – December 2019

#### Phantasm Graphics, LLC

7535 Jessica Drive, Cheyenne, WY 89001 • (307) 635-3458

Phantasm Graphics provided professional graphic design, marketing and print broker services. Our firm competently, efficiently and affordably delivered these services to personal, corporate and government clients, both large and small, within Cheyenne and surrounding communities. Through our consistent attention to detail, applying our “can do” attitude and using our extensive experience, our firm met our commitment to provide one-on-one customer service and delivered on its business promise, “From Concept to Completion.”

### Pre-Press Technician/Graphic Designer

June 2001 – August 2002

Pioneer Printing — 514 W 19th Street, Cheyenne, WY 82001 • (307) 635-4114

Used a Macintosh computer to pre-press graphic designs from various customers. Produced graphic designs per customer request. Worked in bindery and front office when needed.

### Graphic Design Specialist – 7/1996 - 8/1998

#### Graphic Design Specialist, Sr. – 8/1998 - 11/2000

July 1996 – November 2000

Graphic Media, Inc. — 2021 Warren Avenue, Cheyenne, WY 82001 • (307) 634-8895

Used a Macintosh computer to produce graphic designs and layouts for advertising documents. Publications consist of a four-color monthly real estate magazine, a weekly shopper and three special publications including Visitors Guide to Cheyenne, Frontier Days Visitors Guide and the Holiday Shopper. Directed the work of other individuals. Assisted customers with display and classified advertising needs including layout, design and revisions both in person and per telephone. Wrote, edited and typed stories for the Community Profile section.