

ROBERT SMITH

Senior Graphic Artist

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SUMMARY

and dependable team player. Operates on both Mac / PC formats, Proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook) Highly-Skilled in Adobe Creative Suite OS10 - CS3-CS6 (Photoshop, Image Ready, Illustrator, InDesign, Acrobat), minimum set-skills of Web Design layout utilized on wix.com. Type 40 wpm. 10-key. Cited for excellent communication, leadership, organizational and interpersonal-office skills. A.A.S. (2007).

SKILLS

2D AutoCad, Solidworks, Adobe Illustrator, Excel, Technical Drafting, Materials & Manufacturing Processes, Customer Service, Detail Oriented.

WORK EXPERIENCE

Senior Graphic Artist

ABC Corporation - January 2006 – February 2008

- Assisted imaging team members with product styling, prep and post production.
- Collaborated with clients to guarantee satisfaction with advertisements.
- Cropped, manipulated and performed color-balance for final images.
- Improvised photographic methods and techniques.
- Collaborated successfully with a variety of personalities and work styles.
- Managed paper, ink and printing supply inventories.
- Designed unique print materials, including advertisements, brochures and logo designs.

Graphic Artist

ABC Corporation - 2003 – 2006

- As Graphic Designer I was Responsible for developing and designing the Companys Website.
- Served as the Public Relations and designed Bi-weekly Newsletters.
- Developing graphic designs for Commencement Exercise and other events.
- As computer technician I was in charge of the administration and maintenance of the technology and fixed assets inventories for the school district, The coordination for maintenance of such inventories, involved the commanding of a crew of 4 to 8 individuals per campus with a turnaround time frame of not more than 5 days per campus.
- Reporting results needed to be generated for min and high management.
- As administrative Support dealing efficiently with questions and inquiries from co-workers, directing requests and unresolved issues to other colleagues.
- Responding promptly to co-workers inquiries in person or via telephone, letter, and email - always in a professional & efficient manner.

SCHOLASTICS

- Associate in Applied Science in Visual Communications - 2004(Brown College-Mendota Heights - Mendota Heights, MN)