

ROBERT SMITH

Freelance Graphic Artist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Experienced customer service representative with exceptional interpersonal skills. Skilled in Graphic Arts and various types of technical problem solving skills. Excellent in multitasking many computer applications while speaking with customers. Trusted to work with highly classified customer accounts. Ability to work well with more than one complex project. Hard worker and team player with exceptional attendance records. Meets or exceeds in monthly metric evaluation in customer service.

CORE COMPETENCIES

Machining, Typing, Task Management, Phone Sales, POS Operation, General Computer Operation, Advanced Computer Operation.

PROFESSIONAL EXPERIENCE

Freelance Graphic Artist

ABC Corporation - May 2009 – October 2012

Key Deliverables:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Confer with clients to discuss and determine layout design.
- Review final layouts and suggest improvements as needed.
- Use computer software to generate new images.
- Maintain archive of images, photos, or previous work products.
- Prepare notes and instructions for workers who assemble and prepare final layouts for printing.

Graphic Artist

ABC Corporation - November 2005 – May 2009

Key Deliverables:

- Check preliminary and final proofs for errors and make necessary corrections.
- Operate desktop publishing software and equipment to design, layout, and produce camera ready copy.
- Position text and art elements from a variety of databases in a visually appealing way to design print or web pages, using knowledge of typestyles and size and layout patterns.
- Transmit, deliver or mail publication master to printer for production in to film and plates.
- Study layout or other design instructions to determine work to be done and sequence of operations.
- Enter digitized data into electronic prepress system computer memory, using scanner, camera, keyboard, or mouse.

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- Select number of colors and determine color separations.

EDUCATION

- High School Diploma - (BASSETT HIGH SCHOOL - Bassett, VA)