

# ROBERT SMITH

## Portfolio Graphic Artist

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Over 30 years' experience in fast moving medical industry and apparel manufacturing industry. Works productively with different functional and socio-economic groups with minimal supervision. Exceeds patient service standards while maintaining efficient execution of duties. Pays attention to detail; accurate, logical, organized, and patient focused.

**1976 - 2009**

### PORTFOLIO GRAPHIC ARTIST - ABC CORPORATION

- Designed and produced all new company forms and stationery and assisted with promotional materials, requiring in-depth understanding of company procedures.
- Purchased and managed all Department supplies.
- Continuously sought creative ways to minimize costs, such as more efficient page layouts to use less material, or fewer colors to achieve the same effect.
- Achieved project deadlines consistently, working as necessary to help finish rush jobs.
- Managed last minute brochure and form change details.
- Volunteered to assist colleagues with typing and proofing projects, outside of current role, to maintain customer service standards and leading to widening of work experience.
- Previous administrative and production experience of increasing responsibility with VF Corporation, keeping up-to-date with the latest in computer file management, technology design and production.

**1974 - 1976**

### GRAPHIC ARTIST - ABC CORPORATION

- Seasonal pattern prints.
- Work closely with Graphic Manager.
- Matrix for development.
- Photoshop art on tees for seasonal catalogs.
- Creating visual cads per season for betas, meetings, and other future references.
- Tracking all styles and colors by creating a line list and visual line list every season.
- Color Correcting product for catalogs.

## EDUCATION

## SKILLS

DaVinci Database Software, Epic Medical Software Suite, OAS Gold, EDM, Blue-E, Microsoft Office, Macintosh Freehand, InDesign, Acrobat, And Quark.