

# Robert Smith

## Digital Production Artist

### PERSONAL STATEMENT

9 years of experience as a Production Artist. Demonstrated ability to build efficient, reliable teams that work together to achieve goals and exceed expectations.

### WORK EXPERIENCE

#### **Digital Production Artist**

**Britten Studios, Inc. - June 2014 - May 2019**

##### *Responsibilities:*

- Reviewed customers artwork to make sure everything was put into the system correctly, then making the art ready for print.
- Organized files very specifically so that all of the information would be easy to access in the future.
- Created specific designs to customers descriptions.
- Cross-trained in other departments such as shipping and fabrication doing such things as trimming banners, and organizing all while paying close attention to detail.
- Help the company by learning many different aspects of the production process.
- Authored staff notes from meetings and archived them with all relevant emails in a searchable, hyperlinked PDF.
- Assist creative director define project assignments and develop and execute creative solutions.

#### **Production Artist**

**ABC Corporation - 2010 - 2014**

##### *Responsibilities:*

- Provided support to team leaders by creating print-ready custom greeting cards and stationery.
- Adapted customers photography and copy to best fit Paper Cultures large selection of designs.
- Responsible for VIP and celebrity clients.
- As seasonal staff 3 years in a row, I met countless tight deadlines during Paper Cultures busy peak season.
- During my third year, I was given the responsibility of proofing the production teams designs and providing feedback when further edits were needed.
- Skills Used Layout using Illustrator and Photoshop.
- This work required strong attention to detail under pressure.

### Education

Bachelor of Fine Arts in Graphic Design - 2001(Saginaw Valley State University - University Center, MI)

### **CONTACT DETAILS**

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### **SKILLS**

Windows Operating System/MAC And MS Word, E-mail Programs, Photoshop, Illustrator, And Indesign, Cyrious POS Software System, MS Excel, Quickbooks, And Gerber Edge.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)