

Robert Smith

Sr. Production Artist

PERSONAL STATEMENT

Trained as a Production Artist. Specializes in matchbooks, matchboxes, coasters, napkins and other commercial printed projects. Looking to expand the knowledge base and open to exciting new career possibilities.

WORK EXPERIENCE

Sr. Production Artist

ABC Corporation - October 2008 - March 2010

Responsibilities:

- Combines digital files with type designs, and additional design elements into templates.
- Files are approved and then released for creation of digital proof and final product.
- Reviewed files and made necessary adjustments to aid in the simplification of the manufacturing process.
- Maintained line list of products and job numbers in excel as they are worked and Completed.
- Created mockups by hand and digital proofs for samples and presentations.
- Responsible for digital file integrity and file management as well as basic printer maintenance and color adjustments.
- Worked with Art Directors developing designs as per project specifications.

Production Artist

ABC Corporation - 2003 - 2008

Responsibilities:

- Freelance Production and Project Coordination Virtually managed the production of a monthly trade magazine and market-specific trade publications.
- Coordinated schedules and deadlines of editorial, photography and advertising materials.
- Prepared layouts and electronic files, checked advertising files for accuracy, photo enhancement, and conversion, photo research, proofreading and corrections, file management, conversion to PDF, uploads to FTPs and online proofing.
- Other projects included packaging die-lines and mechanicals and catalog work for an educational toy company, large-scale digital editing project which included color and density corrections and retouching of over 5,000 images.
- Performed administrative support and production artwork for a branding and marketing firm which included learning QuickBooks, Fresh Books, and Base Camp in a very short time frame to assist the Project Manager with a variety of tasks, as well as the preparation of presentation comps.
- Event coordination and assistance for a large-scale bicycle ride in

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Illustration, Graphic
Design, Art Direction,
Adobe Creative Suite,
Adobe Muse.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Minneapolis/St.

- Paul area and Target Book Fair.

Education

Bachelor of Arts in Visual Arts - 2004(KEYSTONE COLLEGE - La Plume, PA)