

TIM SHATTUCK

6529 Quiet hours Apt 201 Columbia MD, 21045 | 703.405.9363 | tshattuck@gmail.com

EDUCATION

Associates Degree in Graphic Design
Howard Community College 2012

UMBC BA Graphic Design
95 credits towards degree
2012-current

SUMMARY OF QUALIFICATIONS

- Highly proficient with Adobe CS6
- Operation of large format printing and mounting equipment; including Roland XR640 & Versaworks
- Works well in a fast paced production environment

WORK EXPERIENCE

Graphic Designer; Sharma and Associates; August 2011-current

- Design signs and banners following customer input and specs
- Ensure tight quality control by remaining attentive to details
- Responsible for sign fabrication and assisting with installation when necessary

Sales Floor Associate; Target; November 2009 – August 2011

Graphics and production; Minuteman Press; July 2008- October 2009

- Revised proofs, gathered specs from clients, typeset documents and preflighted jobs for print production.
- Prepared USPS business mailings and delivered to the Post Office
- Provided quotes as well as invoices to clients and collected payments for completed work

Docutech Operator; Balmar- International Monetary Fund site; March 2006 – July 2008

- Managed workflow by sending work to printers and prioritizing tasks
- Responsible for producing client work on a tight deadline
- Scanned in saved and set up documents for print using Xerox Free Flow

Production Print Operator; FedEx Kinko's; June 2005 – March 2006

- Responsible for digital imaging, scheduling, and running of color jobs
- Produced a variety of desktop publishing tasks, including but not limited to business cards, brochures, fliers, books, and document creation
- Formatted enhanced and altered documents as needed

REFERENCES

James Brown
301.523.5584

Mike Fambro
443.854.2269

Raj Sharma
301.776.0015