

## **Jason Swirchack**

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## **QUALIFICATIONS**

Over 12 years experience, skilled Graphic Artist with experience in Branding, Photography, Print Production and Management. Recognized leadership skills and a natural talent for relating to people of various backgrounds. Created graphics, letterhead, business cards, stationary, promotional pieces for employers and clients. Creative and professional attitude in providing presentations to clients in the work environment. Self-motivated, can formulate procedures, set a time line and follow through to completion. Willing and able to take on more responsibilities as understanding of the workings of the business grow. Once understanding a work flow, will advance and streamline for optimal performance and organization. Work well with, and able to interact with and train other staff members, management and customers. Excellent customer service skills. Have values and business understanding. Knowledgeable of various art supplies, tools, cameras, photographic supplies. Understanding of inks and photographic printing and printer capabilities and functions. Possess leadership, written and verbal communication, organization, and creative problem-solving skills.

## **TECHNOLOGY**

Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Microsoft Office, Apple Macintosh and PC platform environments, Advertisement Design, Brand Development, Brochure Design, Business Cards, Collateral Design, Corporate Identity, Logo Design, Merchandising, Office Management, Packaging Design, Photo Editing, Photography, Prepress, Print Production, Project Management, Promotional Design, Stationary Design, T-Shirts Design, Typography.

## **EDUCATION**

**Bachelor of Science in Graphic Design, Minor in Photography,**

Texas A&M University - Commerce, Texas

**Associate of Applied Arts in Graphic Design,**

The Art Institute of Dallas, Texas

## **EMPLOYMENT**

### **Lawton Reprographics, Dallas, Texas**

**October 2018 – Current**

**Art Director:** Utilize proven art skills and experience to create and implement new projects. Produces art layouts by developing art concepts and providing work direction to staff. Trains, and coaches employees in the Pre-Press department. Meets art department work standards by following production, productivity, quality, and customer service standards. Resolves operational problems. Identifies work process improvements. Meets art department cost standards by monitoring expenses and implementing cost-saving actions. Formulates art concepts by supervising workers engaged in executing layout designs for artwork and copy to be presented by visual communications media. Keeps customers informed by reviewing illustrative material for presentation. Reviews project production factors by studying budget, background information, objectives, presentation approaches, styles, and techniques. Selects and secures illustrative material by formulating basic layout design concepts and conducting research. Produces layouts for printing by marking-up, pasting-up, and finishing layouts. Obtains client approval by presenting final layouts, storyboards, and illustrations; and responds to client commentary and requests. Improves quality results by studying, evaluating, and re-designing processes. Enhances art department and organization reputation by accepting ownership for accomplishing new and different requests.

### **Freeman Exhibitions, Dallas, Texas**

**November 2015 – June 2018**

**Graphics Layout Specialist:** Layout approved designs lays it out based on knowledge of design principles, including color, shape and balance, and layout principles. Produce copy layouts for material to be represented by visual communications media such as exhibits, trade show, corporate meeting and public events. Work directly with sales and design on all aspects of graphic production for branch and corporate accounts. Layout, produce and apply artwork for large format printing. Create & provide sample and finished layouts to clients for approval. Create production ready layouts & submits to production, following final client approval. Coordinate with production personnel on a daily basis. Output digital graphics as required in accordance with work tickets.

### **Wolfpack Wholesale Inc., Plano, Texas**

**January 2014 – May 2015**

**Graphic Design Manager:** Created Art Department, with immediate management of Graphic Design Services to Graphic Design Manager over all of Print Production Services. Custom label design and layout. Established Art Department, then expanded by adding staff and equipment. Management of Art Department and Department Staff. Interaction with Owners, and staff. Customer Order Management. Customer project consultations. Department operations. Management of Print Production staff. Manage vendor relations. File Management. Prepress set-up and Pre-flight of digital files. Printer maintenance and supply stock.

## **Freelance**

### **March 2003 – Current**

**Freelance Graphic Artist:** Collaborate with various clients independently as Graphic Artist. Produce detailed visuals and illustrations while creating designs specific to client requests and desires. Communicate with clients to ensure visual concepts are within standard. Sourcing, compositing, and retouching images for print and web use. Prepared and sent final artwork to vendors to produce. Heavenly Inferno : Logo design. Shelly d'Inferno : Logo design. Versus Our Master : Logo design, flyers, posters, and merchandise. Cruella : Logo design. Eric Mandat : CD package artwork, layout and design. Southern Illinois University School of Music : Event poster. The Garden Spa and Gallery : Logo design. Charland Communications Agency : Business cards, and advertisement. Hullen Photo, Sulphur Springs, Texas : Photograph retouch and restoration. Chi Omega Fraternity, Sigma Zeta Chapter : Philanthropy posters and banners. Sigma Chi Fraternity, Zeta Eta Chapter : Chapter letterhead and t-shirt design.

## **Clear Kut Engraving, Fort Worth, Texas**

### **January 2011 – November 2013**

**Computer Numerical Control (CNC) Machinist:** File Management. File Setup, Typography and Design Layout. Materials Preparation. Computer Operated Laser Engraving. Computer Operated Metal Engraving. Spot Color Mixing and Paint Filling. Product Finishing. Packing and Shipping.

## **Rawhide Resort, Roanoke, Texas**

### **April 2010 – October 2010**

**Graphic Designer:** Branding of business from company name to Corporate Identity, and Facility Management. Company Graphic Design needs and Advertising Layout. Manage vendor relations. Kennel Management and facility work. As the first and only Designer for my previous employer's businesses, I was responsible for all aspects of the creative department.

## **Sparkling Image, Grapevine, Texas**

### **November 2009 – April 2010**

**Graphic Designer:** Originally hired to create and run a local advertisement magazine my duties quickly changed and increased as the business did. I was to create advertisements promoting the business and franchising. With the addition of a new business, I took initiative to name and further brand the new business. There after, all focus was on running the kennel while simultaneously branding the kennel and advertising on a nearly nonexistent budget. 90% of the production was also in-house by myself.

**Inkjet international, Dallas, Texas****July 2006 – October 2008**

**Pre-Press Technician:** Layout and design of large and small format documents. Prepress set up and preflight of digital files for large and small format print. Perform customer consultations, maintenance of file workflow, and troubleshooting of file conversions.

**FedEx Office, Irving, Texas****September 2004 – July 2006**

**Senior Project Coordinator:** Within one year, promoted from Key Operator / Sales to Senior Project Coordinator, while training Associates and training an unexperienced new Branch Manager. Perform multi-tasking including using automated equipment capabilities. Follow instructions of supervisors and assists other team members in performing center functions. Produce work in accordance to pre-established priorities of customer projects, including pricing parameters. Take customer orders, giving pricing information; perform quotes and consultative selling to customers. Set up and produces single or multiple copies of printed, typewritten, or other machine-acceptable original material, using photocopy equipment with reduction, enlargement, collating and binding capabilities. Operate binding and other auxiliary equipment. Perform all phases of equipment set-up, operation, and routine maintenance. Provide customer service, including anticipating customer needs, suggesting alternatives and problem solving, and is able to satisfy these needs with a minimum amount of supervision. Collate, sort and organize customer orders. Maintain equipment and supplies, to include cleaning and repairing.

**Wal-Mart 1-Hr Photo Center, Commerce, Texas****April 2001 – June 2004**

**Photo Department Lead:** Keep chemicals, machine spare parts and packaging materials in a rotational, monthly stock. Complete technical and scheduled maintenance of film processor, printer, and digital equipment. Reputation for providing clear and concise explanations for technical and non-technical users. Recognized as liaison between the Photo Center and Texas A&M University Photography students by Photography Instructor, Stan Godwin.