

# Rich Quigley

12801 Fair Oaks Blvd. #593  
Citrus Heights, CA 95610  
510.565.2791 cell  
preflightdesign@gmail.com  
www.preflightdesign.com

## Objective

Graphic Design or Front End Web Developer position in the Sacramento area

## Experience

### **Graphic Designer**

*MSI Marketing, Rancho Cordova, CA, 10/2013–present*

- Design direct mail and other marketing pieces, including postcards, annual reports and invitations
- Editor/Designer of monthly email newsletter
- Edit and manage posts of in-house and clients' WordPress sites

### **Geek Squad Consultant Agent**

*Best Buy, Folsom, CA, 9/2013–present*

- Initial troubleshooting with customers' problem electronic equipment to determine what needs to be fixed or updated
- Recommend solutions to safeguard data and maintain computer or mobile device

### **Sales Manager**

*Cheeky Monkey Toys, Menlo Park, CA, 3/2012–8/2012*

- Supervised sales staff, emphasizing exceptional service, particularly with product knowledge
- Hired and trained sales personnel

### **Graphic Designer**

*Valley Direct Inc. (Bakersfield Californian Subsidiary), Bakersfield, CA, 2008–2011*

- Oversaw workflow of ads and layout of Kern county phone books and the Tehachapi News weekly newspaper
- Designed advertising and editorial layouts for both print and web
- Responsible for all prepress/production, troubleshooting all technical and IT problems

### **Production Artist**

*Forester Communications, Santa Barbara, CA, 2004–2006*

- Responsible for prepress/production of all QuarkXPress and PDF files
- Designed editorial layouts and ads for three bi-monthly publications

### **Graphic Designer**

*Tower Records, West Sacramento, CA, 2001–2003*

- Designed ads and editorial layout for *Pulse!* and *Tower Essentials* magazines
- Developed in-store signage, posters, and website banners
- Conducted regular press checks

### **Assistant Manager**

*Borders Books & Music, Union City, CA, 1999–2001*

- Oversaw all merchandising, including window displays, end caps, posters and special promotions
- Served as IT liaison with corporate help desk, setting up and updating local network system (Windows NT)
- Set up logistics for in-store special events (musical performances and author signings, etc.)

### **Store Manager**

*Crown Books, Mountain View, CA, 1986–1998*

- Hired, trained, scheduled and managed staffs ranging from 6 to 25 employees
- Daily bookkeeping of sales receipts and invoices
- Thorough inventory management of over 20,000 book titles using IBID industry standard database software

## Education

Bachelor of Arts, English, Cal Poly, San Luis Obispo, 1982  
Associate of Arts, Art/Graphic Design, De Anza College, Cupertino, 1999