

GRAPHIC DESIGNER/PRE-PRESS TECH

Summary

A proactive, self starter with over 18 years experience in both offset and digital printing; looking to secure a career that will challenge previous work experience. An enthusiastic fast learner and dedicated worker.

Highlights

- Advanced typography knowledge
- Corporate design
- Microsoft Office Suite expert
- Time management
- Strong design sense
- Brochure and newsletter formatting
- Logo and business card photography
- Template creation
- Electronic logo design
- Photo enhancing
- Stationery and letterhead
- Creative and artistic
- Self-motivated professional
- Resourceful researcher
- Quick learner
- Adobe InDesign

Experience

Graphic Designer/Pre-Press Tech 06/2016 to Current ASTOUND GROUP City , STATE

- Design & Layouts Preflight Client Artwork & Create Print Files Color Matching / Color Correction Photo Editing / Retouching / Color Correction Dye Sublimation Review CAD Drawings.
- Ordering of all prints Sintra, Die Sub & Vinyl.

Graphic Designer/Pre-Press Tech 01/2014 to 05/2016 CGDI City , STATE

- Design & Layouts Preflight Client Artwork & Create Print Files Color Matching / Color Correction Photo Editing / Retouching / Color Correction Shipping & Receiving Daily Schedule / Coordinate Production Help others with any production needed.

Graphics/Production Manager 04/2012 to 01/2014 Buren Media / Seabring Marketing City , STATE

- Web Site Design Print Design Logo Design Direct Marketing/Data Merge Customer Appointments Photo Revisions & Color Management Scheduling Mail Dates.

Graphic Designer/Pre-Press Tech 01/2011 to 04/2012 CGDI City , STATE

- Design & Layouts Preflight Client Artwork & Create Print Files Color Matching / Color Correction Photo Editing / Retouching / Color Correction.

Full Color Production Manager 09/2007 to 01/2011 Valley Press Of Las Vegas City , STATE

- Writing up Work Orders Design & Layouts Customer Appointments Ordering of Stock Photo Revisions & Color Management Produce Plates for Press Maintain Plate Maker.

Full Color Production Manager 01/2005 to 09/2007 Business Cards Tomorrow City , STATE

- Writing up Work Orders Design & Layouts Customer Appointments Ordering of Stock Photo Revisions & Color Management Produce Plates for Press Maintain Plate Maker Cutting, UV Coating & Folder Rubber Stamps 1 & 2 Color Pressmen.

Full Color Production Manager 11/2003 to 11/2004 Alphagraphics City , STATE

- Writing up Work Orders Design & Layouts Customer Appointments Ordering of Stock Photo Revisions & Color Management Produce Plates for Press Maintain Plate Maker.

Graphic Design/Desktop Publisher 05/2000 to 05/2003 Mainly Seconds City , STATE

- Computer Operations/Hardware & Network Administration Design Weekly Advertisement / Layout Monthly Advertisement / Layout Design Digital Photography for Product Color Correction Design & Print Oversize Color Maintain All Copiers & Printers.

Graphic Design/Jr. Programmer 12/1998 to 03/2000 Corona Printing City , STATE

- Data Processing Excel, Word, FoxPro Postal Sort Data Entry Database Clean-Up & Processing.

Grave Shift Supervisor 12/1997 to 12/1998 Kinko's City , STATE

- Key-Op on all Duplication Equipment Assisted Customers with all Copies & Computers Maintained all Over Night Production.

DocuTech Operator Hamada Operator 11/1995 to 11/1996 Continental Graphics Pressman City , STATE

- Loader & Apprentice on a Komori 6 Color Cutting, Folding, Collate & Perfect Bind.

Education

Certificate of Completion, Applied Multimedia Design Production Desktop Publishing and Layout Design Graphic Design & Illustration Image Processing Color Management & Separation Multimedia Authoring & Digital Audio Editing Programs Studied Creative Cloud Photoshop Creative Cloud Illustrator Creative Cloud In-Design Summit Career College City , State

Skills

Photo, Photoshop, Bind, CAD, Color, Hardware, Computer Operations, Client, Data Entry, Data Processing, Database, Desktop Publishing, Digital Audio, Digital Photography, Direct Marketing, Editing, FoxPro, Graphic Design, Illustration, Illustrator, Image Processing, In-Design, Layout Design, Layout, Logo Design, Excel, Mail, Word, Multimedia Design, Multimedia, Network Administration, Photo Editing, Copiers, Press, Print Design, Printers, Receiving, Scheduling, Shipping, UV, Web Site Design

- Sales Software: Salesforce.com, TapScan
- Public Relations Software: Bacon's Mediasource, Factiva
- Desktop Publishing Software: Photoshop, Illustrator, HTML