



DIANA F. TOY

CONTACT

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www.dftoydesign.com

EDUCATION

California State University East Bay
B.A. Graphic Design
Class of 2017

San Joaquin Delta College
A.A. Graphic Arts
Class of 2013

ORGANIZATIONS

Pilipinx American Student Association
Public Relations Coordinator 2015–2016

- Handling all Social Media Accounts
- Designing and printing fliers
- Creating positive relationships
- Designing and selling apparel
- Taking photos of the events
- Re-Developed PASA website

Alpha Phi Omega
Family Head 2010–2011

- Planned and hosted several events
- Created fliers for the events
- Utilized social media to spread details

SKILLS

- Photoshop
- Photography
- Illustrator
- Powerpoint
- InDesign
- Word
- HTML & CSS
- Mac and Windows
- Lightroom
- Excel
- Acrobat

WORK EXPERIENCE

Minted.

March 2020–Present

Print Production Operator and Fulfillment

- Use of MS JP7 Printer for printing on different fabrics
- Use of NeoStampa to rip files for print
- Printing customer on demand orders
- Printing special project files for new product design
- Stamping custom name tags with fletcher machine
- Attaching name tags to orders with rivets or by hand sewing
- Picking and packing customer orders in a timely manner
- Quality assurance during production, cutting, and sewing
- Folding and packaging orders for shipping
- Lampshade assembly and packaging
- Use of Bienfang Vacuum seal machine to create custom pinboards
- Cutting and building frames for pinboards
- Use of Google Sheets to track orders and update their status
- Taking counts of inventory and updating counts

Truepill Pharmacy

April 2017–May 2020

Pharmacy Associates Supervisor + Automation Specialist

- Supervising both Data Entry and Warehouse Associate teams
- Hiring and Interviewing potential candidates
- Managing and helping with different projects around the building
- Pushing 5S and Organization throughout the warehouse
- Ensuring efficiency with the packing team
- Developing culture and pushing growth within the team
- Inventory counts, organization, and ordering
- Working as a team to meet SLA deadlines
- Answering phones to help with customer or internal issues
- Developing metrics and meeting our goals with the companies
- Handling the deliveries both in and out of the building
- Maintaining a safe work environment
- Problem solving and machine maintenance
- Sorting and creating a surplus of pouches for customer orders
- Typing customer orders through Pioneer Rx
- Designing printed materials for URAC, GoodRx, and Truescripts
- Designing training materials and visuals
- Certified to drive and train new operators for the forklift

Coca Cola Print Shop

May 2015–Mar 2018

Print Production Artist

- Laying out designs in Illustrator and Photoshop
- Prepping printed material for shipment
- Experience with ONYX 12 RIP Software
- Utilization of HP Scitex 750 Flatbed UV Hybrid Printer
- Cleaning and maintenance of HP 360 Latex Printers
- Safe usage of Grommet Machines, and Keencut Cutters
- Proofreading designs for print
- Printing both large and small format advertisement
- Creating labels and packing orders for clients