

EDUCATION

The University of the Arts, Philadelphia, PA

•B.F.A in Graphic Design, 09.2003—05.2007

TECHNICAL SKILLS

Adobe CS5/4, QuarkXpress, Fusion Pro, Pre-Press/Post-Press Print Production, Typography/Typesetting, File Maker Pro, Rampage Client, Extensis Suitcase, Archiving, Artwork Mechanical Prep/ Transmission, FTP, Uploading, Producing Print Ready files, Estimating, Purchase Orders, Live Chat, MS Office, and Open Office. Ability to use Mac/PC platforms. Working knowledge of Dreamweaver, and HTML. Open to learning and adapting to new programs.

EMPLOYMENT

Lead Designer/Customer Service Rep, 1-800-Postcards

NYC • 12.2007—Present

- Created and converted print ready files and mechanicals for production.
- Entrusted with identifying file issues and executing necessary solutions for the best print quality and content adjustments.
- Trafficked orders and arranged schedules with finishing/production teams.
- Supplied approximately 20—30 electronic/press proofs daily for client review.
- Designed promotional and advertising materials for print broker firms, web orders and 1-800 Postcards' partner companies as needed.
- Implemented and organized archive of finished Digital Printing jobs..
- Trained new employees on pre-press techniques and company policies.
- Communicated via e-mail, phone, and Live Chat, supplying information regarding pricing, billing, and general assistance to customers.

FREELANCE: PRINT DESIGN

PRINT

Designer • Union Theological Sem.
NYC • 05.2011—Present

Designer • EUPC 50th Anniversary
East Orange, NJ • 09.2010—08.2011

Designer • Evco Industries
Holmes, PA • 09.2010—10.2010

Designer • Essex Co. Fatherhood Program
Irvington, NJ • 07.2010—09.2010

Designer • 6 Sigma Technology Inc.
Philadelphia, PA • 11.2009—12.2009

WEB DESIGN

Designer • Intimate Cuisines
Willingboro, NJ • 01.2009—Present
www.intimatecuisines.com

Designer • 360 Media Innovations
Maplewood, NJ • 08.2008—05.2009
www.360mediainnovations.com