

STRENGTHS

- Organization
- Attention to Detail
- Multi-tasking
- Time Management
- Common Sense
- Fast Learner
- Enjoy Challenges

SKILLS

GRAPHIC DESIGN

- Illustrator
- Photoshop
- Acrobat Professional

PRINTING/PACKAGING

- Barco
- Backstage Pilot
- Esko Packedge

OFFICE

- Microsoft Word
- Microsoft Excel

OTHER SOFTWARE

- Amazing Charts
- Ring Central

OPERATING SYSTEMS

- MAC OS X - 10.5
- Windows XP

EDUCATION

Western Michigan University
Bachelor of Arts in Graphic Design
Minor: Printing & Paper Technology
Cum Laude, December 1996

WORK HISTORY

KAD DESIGNS, Shreveport, LA

April 2007 - Present

Owner, Graphic Designer

- Communicate with clients and develop artwork to meet their needs, expectations, budget, and deadline.
- Produce both hard copy and electronic files for customer approval.
- Create and send accurate print-ready files, in numerous file formats.
- Customer service, invoicing, accounts receivable and accounts payable.

CARDINAL CARE MEDICAL PRACTICE, Shreveport, LA

August 2009 - November 2009

Office Administrator/Receptionist

- Established and organized a new, private, concierge medical practice.
- Answered telephone, checked messages, responded to e-mails, scheduled appointments, collected and recorded payments from patients, organized patients' electronic records, requested medical records from other physicians, scanned paper medical charts into Amazing Charts (a software, which allows a patient's chart to become electronic, thus allowing the physician to go "paperless," and access patients' medical records when on house calls, nursing home or hospital visits).
- Trained new employee on all software and office organization systems.

THE FUNNY BONE COMEDY CLUB INC., Shreveport, LA

April 2008 - August 2009

Marketing Department Assistant

- Assisted the Marketing Department Manager in the development of: new website and on-line ticket sales, internal and external marketing material (both print and electronic), press releases, partial management of marketing and telemarketing staff, trained employees and supervised new marketing projects.
- Worked at ticket booth when needed, to help answer telephone calls, take reservations, sell tickets, and assist customers on bowling lanes.

SEVEN WORLDWIDE/SCHAWK INC., Battle Creek, MI

August 2004 - March 2007

Global brand consulting, graphic services & prepress firm; near-site facility for Kellogg's Company

Production Artist

- Created art for numerous Kellogg owned brands and made customer specified changes.
- Used artwork supplied by outside, and in-source agencies, via CD/DVD or FTP sites to create "master boards" for promotions on numerous packaging dies, for other artists to use to create artwork for different brands and flavors.
- Produced both hard copy and electronic files for customer approval.
- Made print ready files for both lithographic and flexographic printing, and made sure correct printer marks and traps were used for each specific type of printing and printer.
- Followed client's brand specifications for all divisions (cereal, Pop-Tart, Eggo, Morning Star Farms, Kashi, Keebler, Nutri-Grain, Yogos, Murray's and other brands owned by Kellogg's).
- Established new system for typesetting Nutrition Facts for the transition of the Keebler art files from another agency. This required following printer specifications for type size and width, and following Food and Drug Administration (FDA) guidelines for packaging. Trained other employee on procedures, and worked as a team with that person, account executives and customer service reps to ensure all Nutrition Facts were finished on time so jobs using these files could be produced and approved to meet customer and printer deadlines.
- Went to other locations within the company to help in customer conversions (new business) from other agencies (i.e. Johnson & Johnson and Dial).

L. PERRIGO COMPANY, Allegan, MI

November 1997 - August 2004

Global manufacturer of store brand OTC (over the counter) generic prescription pharmaceuticals and nutrition supplements

Graphic Artist

- Lead artist for 2 accounts (H-E-B & Walgreens); developed new packaging designs, reviewed other artist's work, and made revisions after the customer reviewed art.
- Responsible for working with outside agencies artwork for national brands that packaged Perrigo's product under a national brand name. Went to press checks with the account customer service representative for quality assurance.
- Member of typesetting team; typeset Drug Facts and Supplement Facts "master boards" for numerous package dies, that were used throughout the department for over 50 brands.
- Trained peers on Illustrator CS to convert customer files from Illustrator 10, and was available to answer questions at any time during this complex software conversion.
- Created artwork that followed numerous customers' brand specifications, FDA requirements, and worked with Regulatory Affairs Department to avoid legal issues or FDA fines.
- Followed and wrote SOPs (standard operating procedures) and GMPs (good manufacturing practices) for inter-departmental use.