

Qualifications & Skills

Adaptable, focused and can work in a fast paced environment • Experienced in design for print publications, logo designs and corporate identities • Able to communicate well with clients and meet deadlines • Possess strong typography skills • Strong problem solving and decision making skills • Knowledgeable about paper stocks, prepress and printing & finishing techniques • Experienced in both the Digital and Commercial Printing processes • Proficient in Adobe InDesign, Photoshop & Illustrator CC • Familiar with Large Format Printing • Working knowledge of QuarkXPress • EFI Pace • Rampage Client • FileMaker Pro • Fusion Pro / DL-100 • Microsoft Word, Excel & Powerpoint

Education / Training

Noble Desktop, LLC • New York, NY

3/2009 — 5/2009

Extensive Adobe InDesign, Photoshop & Illustrator CS4 Training

Baruch College • New York, NY

Class of 2006 with a BA in Graphic Communications

Cum Laude & Dean's List

Employment

Freelance Graphic Designer

Offbeat & Refined • Massapequa, NY | 3/2015 — Present

- Work directly with clients on custom design projects from concept to completion
- Work directly with vendors from quoting, proofing to printing of projects
- Provide clients with multiple rounds of drafts, paper samples, proofs and finished products that suit their needs
- Projects include: Wedding Invitations, Save The Date's, T-Shirts, Logo Design, Banners, Stationery and much more

Preflight, Purchasing & Forest Stewardship Council (FSC) Chain of Custody (C-o-C) Operations Manager

Green Earth Enterprise • New York, NY | 9/2011 — 2/2018

- Confirmed that supplied digital files required for the printing process were all present, valid, correctly formatted and of the desired type
- If any of the above did not hold true, a detailed report was provided and Production and/or the client was notified
- Provided corrective action if client was unable to set up files properly for print
- Worked directly with clients advising them on proper file submission
- Provided design services when needed
- Created die lines for various projects, ranging from packaging to stationery and other promotional items
- Handled all paper purchasing for print jobs
- Ensured that Earth Enterprise held their FSC C-o-C Certification
- Responsible for all aspects of the C-o-C process, from creating an SOP Manual to ensuring each department was following procedures
- Conducted yearly FSC audit

Print Production

Circle Press • New York, NY | 2/2011 — 9/2011

- Worked closely with Trade Clients within the Commercial Printing Industry
- Formulated and prepared print requests
- Examined print requests and assured the appropriate paper and ink combinations were being used and were available to insure the highest quality for the finished print job
- Performed press checks when needed
- Assumed Graphic Designer/CSR position when help was needed

Graphic Designer / Digital Production

1800 Postcards • New York, NY | 6/2006 — 2/2011

- Designed various print materials by working directly with clients
- Worked closely with Trade Clients within the Commercial Printing Industry
- Provided friendly and efficient customer service while successfully resolving customer concerns in a timely manner
- Coordinated projects through prepress and the production cycle
- Handled color correcting and matching, estimating and proofing
- Filled position when Digital Production Manager was out