

## PRE-PRESS GRAPHIC DESIGNER

### Summary

Creative, hardworking designer seeking a full-time desktop job, educated as a graphic artist, past experience in business world as a desktop publisher laying out designs for printed mail and advertisements, in local government designing new websites with graphics for different agencies within the system, and later for the same government printing and reproduction center creating documents to be printed off a press or copiers.

### Skills

- Adobe InDesign, Photoshop, Illustrator, and Acrobat Professional
- Strongly familiar with Microsoft Word, Excel, PowerPoint, and Publisher / also QuarkXPress
- Basic knowledge of web development with Adobe Dreamweaver, HTML, WordPress
- Able to perform graphic design and administrative functions
- Able to work as a team player and independently
- Experienced using phone, fax, email, copiers and printers
- Provides excellent customer service (in-person, by phone, email, or interoffice mail)
- Prioritizes and calmly handles multiple projects and requests
- Listens to directions, takes notes for later reference, follows procedures
- Knowledge of design setup on computer for jobs to be printed by outside vendor or in-office copiers

### Experience

01/2008 to Current

Pre-Press Graphic Designer Company Name 1/4 City , State

- Create new designs for variety of items like manuals, newsletters, and posters.
- Use templates for updated documents like envelopes, letterheads, and business cards.
- Proof jobs for initial and final customer approval.
- Manufactures a high-quality PDF file digitally for proofing, photocopying and offset printing.
- Performs file backup and organizes system for easy recovery.
- Maintains and monitors supply inventory and orders items when needed.
- Operates photocopying equipment, includes sending approved documents to printer.
- Assists in the bindery department, using the folder and manual paper cutter for small jobs.
- Also can use bindery equipment, like the fastback and GBC binding of spines.
- Mounts and laminates to foam boards, manually trims to size.
- Ensures timely submission of files to production.

04/2000 to 01/2008

Web Designer Company Name 1/4 City , State

- Created new sites and made updates to current sites; created graphics to use on web pages; scanned documents and converted digital files for links on sites; maintained updates and corrections on sites; answered email and phone call requests from departments about site changes; proofed pages with emails before sending live to internet.

06/1998 to 02/2000

Desktop Publisher Company Name 1/4 City , State

- Performed set-up and conversion of documents from Mac to PC then to UNIX systems; used QuarkXPress on Mac for the set-up of many jobs; sent to network to be used by programmers for "targeted" direct mail printouts; trained new team staff members; helped with clean-up when company shut down.

06/1997 to 03/2000

Graphic Designer Company Name 1/4 City , State

- Temporary office jobs using Macintosh computers to design files to be printed for various companies like:.
- Alltel Publishing.
- Cleveland School District.
- HKM Marketing Communications.
- Nationwide Advertising.

### Education and Training

May 1997

Bachelor of Fine Arts Alfred University 1/4 City , State

### Work History

Company Name

### Skills

administrative functions, Acrobat, Adobe Dreamweaver, Photoshop, Advertising, backup, Basic, business cards, conversion, excellent customer service, direct mail, email, fax, graphic design, graphics, HTML, Illustrator, Adobe InDesign, Mac, Macintosh computers, Marketing Communications, Excel, mail, office, PowerPoint, Publisher, Microsoft Word, monitors, network, newsletters, takes notes, PDF, copiers, posters, printer, printers, proofing, quality, QuarkXPress, supply inventory, team player, phone, UNIX, web development, web pages