ROBERT SMITH

Associate/Assistant Graphic Designer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 5 years of experience to manage electronic art files through the graphic workflow while bringing them into print production specifications. Meets all safety, production, sustainability, and quality standards and interacts with other departments to achieve the companys core strategies.

CORE COMPETENCIES

Administration, Customer Service, Read, Speak, Write Fluently In Spanish.

PROFESSIONAL EXPERIENCE

Associate/Assistant Graphic Designer
ABC Corporation - June 2004 – March 2005

Key Deliverables:

- Created the look and feel of the organizations online presence in social media forums.
- Designed unique print materials, including advertisements, brochures, and logo designs.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Developed creative graphics that simplified complex messages.
- Created graphic materials for the company website.
- Helped create a Client Appreciation Program and increase sales by 25%.
- Supported the production team to troubleshoot printing issues.

Assistant Graphic Designer
Delta Corporation - 2001 – 2004

Key Deliverables:

- Prepared files for production and print.
- Assisted lead designer in concept brainstorming.
- Designed brochures, newsletters, programs, advertisements, logos, business cards, posters, banners, screen printing, menus & coupons.
- I was a graphic artist for a local design firm.
- Created logos, business cards, catalogs, flyers, posters, menus, CD covers, retail displays, vehicle graphics, brochures, and existing job pre-flight.
- Perform graphic design skills, typography, use of color, and spacing - Made visual presentation of banners, wedding invitations, flyers, and logos.
- Part-time position working closely with the Communications Director at Eastside Foursquare Church.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420
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AAS in Paralegal/Legal Assisting - May 2014(Broward College - Coconut Creek, FL)

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