

Objective

Graphics Manager with 14 years of experience in the graphic design industry. Extensive experience with conceptualizing and managing digital marketing campaigns over social media and other mediums. Seeks to utilize knowledge and skills to gain fulfillment in a progressive thinking company offering career incentives and growth opportunities.

Skills

Adobe Creative Suite, Microsoft Office, QuarkXPress, Constant Contact, MiniCard.

Work Experience

Graphics Manager

ABC Corporation - January 1997 – February 2010

- Designed layouts & managed the print production of tradeshow exhibit signage for clients.
- Accurately repaired and rebuild digital files, retouch photos for optimum resolutions, and reconstructed logos in vector format for suitable large-format printing.
- Created an email marketing strategy with Constant Contact.
- Generated assembly instructions for standard and custom tradeshow exhibit properties.
- Inspected numerous files for large-format photographic, inkjet, vinyl & dye-sublimation output.
- Maintained a graphics archive of all clients, allowing for fast retrieval and modification for updating tradeshow signage.
- Secured repeat business by maintaining relationships with clients and vendors to meet design, scheduling, and budget needs.

Graphics Manager

Delta Corporation - 1996 – 1997

- Responsible for sales & customer service.
- Graphic Designing of Signs & Banners.
- Managed embroidery & screen printing dept.
- Supervise & coordinate sign installs.
- Graphics production, and Inventory of large-format graphics for use in tradeshow booths and displays.
- Occasional design/layout duties.
- Implemented the established brand of the institution.

Education

Bachelor's in Graphic Arts - 1992(Columbia College - Chicago, IL)