

summary

An innovative, creative, results-driven Graphic Designer and Production Artist with the ability to develop, design, implement, and manage multiple projects to successful outcomes. Strengths include:

- catalog design
- product and package design
- promotional design
- company ID system design
- concepting
- workflow management
- digital file management
- project management
- project time keeping
- organization and effective communication
- leadership/management
- page layout and prepress services
- coaching, mentoring, and developing others

professional experience**Seebach Creative Services** Brookville, OH

May 2008—Present

Graphic Designer/Business Partner (May 2008—Present)

- fulfilling small, medium, or large graphic design and/or production requirements
- providing outstanding client service and creative work
- offering a wide range of graphic design and production services from educational to web design to product and packaging

Antioch Publishing Yellow Springs, OH

August 2004—May 2008

Graphic Designer (August 2004—May 2008)

- design and produce original bookmarks, journals, and packaging
- design and produce bookmarks, journals, and packaging with major licensors (ie. Disney, Warner Brothers, Rachel Hale...)
- design, produce, and manage the creation of presentations and mailings for major clients that meet sales department needs
- design, produce, and manage catalogs and sell sheets
- create design elements and artwork following client specifications, guidelines, and branding
- design, produce, and manage all trade show related material (ie. signage, promotional material, and product mock-ups)

Production Manager (August 2004—May 2008)

- create project workflows to promote interdepartmental communications, job tracking, and improve company efficiencies
- establish, manage, and deliver projects including scheduling, time lines, product design, templates, specs, start up materials, final product files, printer proof review, and editing
- successfully designed and manage the company's file archiving and design database
- manage and train employees on production workload, outputs, policies, and procedures
- research and train employees on current technology and software to increase department efficiencies
- served as department liaison to manufacturers

professional experience
(cont.)

- establish, communicate, and maintain standard operating procedures for manufacturing, customers, suppliers, vendors, prepress, and technical processes
- troubleshoot software, files, and prepress related issues
- quality control all product released from the creative department
- collaborate with Creative Director in the approval of licensors and vendors to provide artwork for the creative department and in outsourcing department activities

The Mazer Corporation Dayton, OH
November 1998—July 2004

Production Technologies Group Leader (December 2003—July 2004)

- managed employees' production workload and outputs
- developed and implemented workflow processes
- conducted workflow testing and development
- trained employees on production policies and procedures
- researched and educated employees on current technology and software tools to increase department efficiencies
- lead high-end page layout and prepress development and operations
- served as interdepartmental liaison

Senior Production Artist (December 2001—December 2003)

- managed and planned project schedules and production dates
- consulted with clients to determine and meet their project needs and expectations
- managed employees' workload, workflow, and outputs
- researched and educated employees on current technology and software tools to increase department efficiencies
- facilitated employees annual performance reviews
- served as project lead

Production Artist (November 1998—December 2001)

- performed free form page layout and prepress file prep
- created technical illustrations and edited illustrations and photographs
- created black/white and four-color typesetting
- managed and coordinated project workflow, job schedules, and specification with clients and designers
- ensured quality control standards were met for production processes, art issues, and client concerns

education

Sinclair Community College Dayton, OH
Associates of Applied Science (AS) in Visual Communications
(May 1998)

additional skills
& knowledge

Proficient in the use of:

- MAC OS X and associated applications
- Adobe Creative Suite 3 (*InDesign, Photoshop, Illustrator, Dreamweaver*)
- Acrobat Professional/PitStop
- FileMaker Pro
- Keynote
- Pages
- Flight Check
- Microsoft Office (*Word, Excel, Powerpoint, Entourage*)

References and available on request

Portfolio Samples: seebachcreativeservices.com/portfolio.html (Design Section)