

Andrew Petersen

2738 Petzinger Rd. Columbus, OH 43209

(614) 278-2601 or (614) 330-6778

apexpoet@hotmail.com

Professional Experience:

October 2012-

Present

Big Lots Corporate Headquarters Print Shop Westerville, OH – In-house print shop for corporate headquarters.

Bindery Technician - Cutting store signs for 1,430 Big Lots stores weekly using Baumcut cutter 31.5. Also cutting and finishing for all the company's printing needs such as business cards, saddle stitch booklets with Duplo 3500 booklet maker, spiral binding, shrink wrapping, padding, (including 2-part carbonless) laminating and folding with Baum 2020 folder. Also working with Xerox iGen 150 color press, 1000i color press, Docutech black and white printer and Nuvera black and white printer. Also working with MS Outlook and InService Printshop Dashboard.

Shipper – Ship packages through Federal Express.

Accomplishments:

- Completed 500- to 800 cuts a day on average
- Consistently met deadlines of weekly mailing output.
- Successfully performed troubleshooting tactics with digital printers as well as Duplo booklet maker.

March 2010-

May 2012

Top U.S.A. Corporation, Worthington, OH – Promotional products company utilizing both creative and technical resources to produce designs for incentive products.

Graphic Designer - Recreated, digitally cleaned up, designed, and customized the arrangement of company logos on various templates with Corel Draw software, including typesetting company information for promotional purposes. Worked with and managed projects with customer service department to design and accommodate customers' promotional needs. Utilized MS Word, Outlook and Excel software.

Accomplishments:

- Configured a method to save time by working multiple windows of Corel Draw.
- Completed 300 + samples a day.
- Consistently met deadlines of sample mailing output.
- Successfully managed projects with customer service and created orders with emailed proofs.
- Successfully performed troubleshooting tactics with Cannon Color Copiers/Printers and Roland SP-300 printers.

July 2005-

March 2010

Capitol Citicom Office Solutions, Columbus, OH – Commercial digital printing, copying, bindery, data conversion, and finishing company.

Digital Print Operator – Printed and maintained quality control of print jobs using Xerox Igen Color Printer, Xerox 6060 Color Printer, and black and white Xerox Docutech printers.

Binder – Saddle stitched, coil, comb, and perfect bound book orders.

Data Converter – Monthly transferred data from computer tapes to compact disks.

Finisher – Cutting business cards, brochures, postcards etc. as well as laminating and mounting and padding. Also worked with UV coater.

Shipper – Shipped packages through Federal Express and UPS.

Accomplishments:

- Successfully performed troubleshooting tactics with Xerox Igen Color Printer, Xerox6060 Color Printer, and black and white Xerox Docutech printers.
- Successfully performed troubleshooting tactics with binding equipment such as saddle stitcher and coil book binder.
- Consistently met deadlines of orders.

April 2005-
June 2005

Office Team Temporary Agency Columbus, OH - Experience with scheduling pick-ups and tracking office equipment with FedEx., as well as overseeing logistical and security issues of office equipment. Additional experience with data entry and filing.

Oct. 2004-
March 2005

Kingston, Columbus, OH – Promotional products company utilizing both creative and technical resources to produce designs for incentive products.

Graphic Designer - Experience in scanning and cleaning up artwork and graphic design in Freehand MX, Photoshop, Illustrator, InDesign, Adobe Reader. Designed product flyers with various photographed items such as apparel, office supplies/equipment, and other promotional items. Rebuilt raster artwork into vector artwork in Freehand. Color separated artwork for screen-printing in Freehand. Experience taking photos of apparel and promotional products with digital camera. Experience with Cannon Color Printers/Copiers.

Accomplishments:

- Helped organize the database for previous artwork.
- Awarded Employee of the Month, March 2005.

August 2004-
Oct. 2004

Fraternal Order of Police, Columbus, OH

Data Entry Clerk - Gathered, entered, and edited contact information of police departments into an online database system website. Experience with Microsoft Word, PowerPoint, Excel, Outlook, HP Scanner with OmniPage Pro software, HL-5070N laser printer, and Work Centre Pro 75 Xerox copiers. Categorized and entered the sections of employment contracts into an online database system. Assisted the Director of Labor Services for the national F.O.P.

Accomplishments:

- Created a PowerPoint presentation that demonstrated how to categorize the various sections of employment contracts for a new online database system.
- Self-taught scanning with OmniPage Pro software to convert pdf. documents into text documents.

Sept.1995-
Jan. 2004

Top U.S.A. Corporation, Worthington, OH - Promotional products company utilizing both creative and technical resources to produce designs for incentive products.

Graphic Designer - Recreated, digitally cleaned up, designed, and customized arrangement of company logos on various templates with Corel Draw software, including typesetting company information for promotional purposes. Worked with customer service department to design and accommodate customers' promotional needs. Also utilized Windows, MS Word, Outlook and Excel software.

Accomplishments:

- Efficient in the graphics department, consistently usually yielding the most scans and samples completed on average.
- Consistently met deadlines.
- Efficiently trained approximately a dozen graphic employees over the course of eight years.
- Created illustrated instructions to aid graphic employees with training and understanding Corel Draw software.
- Assisted other departments such as data entry and production when needed, including filing.

1990-1995

Temporary assembler for Rubberset/Sherwin-Williams, Deshler, OH.

Assembled paint applicators for Rubberset and Sherwin-Williams companies. Worked assembly lines, including conveyor.

Accomplishments:

- Met and often exceeded the required hourly rates of production.
- Met quality standards.

Education: Terra Community College, Fremont, OH

Associates degree in graphic art and design technology. Classroom experience with Macintosh software, photography, keyboarding 35-40 words a minute, estimating, and business math. Graduated 1994.

Accomplishments:

- Dean's List honors
- Graduated Cum Laude