PROFESSIONAL SUMMARY

Creative professional proficient in working directly with and educating clients on the best products for their needs. Design savvy with an eye for detail and a proven ability to quickly learn and apply new technologies.

SKILLS SUMMARY

| Photography | Printing, Scanning and Copy | Google Docs |
|-----------------------|-----------------------------|-------------|
| Photoshop / Lightroom | Wide Format Printing | QuickBooks |
| Adobe InDesign | Project Management | Drawing |
| Adobe Illustrator | Customer Relations | Painting |
| Digital Prepress | Microsoft Word | Sculpting |

EXPERIENCE

Production Coordinator - WestCamp Press

Feb 2024 – Present

- Collaborated with sales team and production to ensure quality and accuracy of print jobs
- Prepared work orders for large sign packages for several major retail brands
- Monitored workflow and performed quality checks throughout the print process
- Communicated regularly with sales and management to resolve issues in production

Account Manager - Citicom Print

Jan 2023 - Feb 2024

- Generated estimates and work orders with direction of client and / or sales department
- Managed production scheduling and job tracking thru Pace system
- · Worked directly with prepress and production to ensure timely deadlines are met

Customer Service Manager - Innovative Displays

Dec 2021 - lan 2023

- Built customer relationships / Provided product and service support and guidance
- Produced estimates, work orders, invoices and processed payments
- Oversaw daily plant operations, administrative duties and finance

Project Manager / Client Services - SchoolPride Ltd

May 2017 – Oct 2021

- Advised and educated clients via email and phone from project concept to completion
- Managed Google Docs / company design and production schedules
- Utilized QuickBooks to write quotes, create work orders and invoice clients

Production Specialist - Advance Graphics

December 2012 - May 2017

- Digital Pre-Press and file preparation
- Wide format printing and installation
- · Small format digital printing, bindery and finishing

EDUCATION

Columbus State Community College

Associate Degree in Visual Communications and Photography