



ABOUT ME

Graphic designer and creative project manager - highly developed skills in creating prints and completing projects. Defined as an adaptable, cooperative, self-starter who loves “to-do” lists - combined with a tenacious creative mind and a love for good design.

EXPERIENCE

GRAPHIC DESIGN & CREATIVE PROJECT MANAGEMENT ME & RIZ LLC | Medina, MN | 2009 - CURRENT

Demonstrate a blend of creative design know-how, project management expertise and stellar client service while working closely with vendors to get the job done.

- Demonstrate proficiency in Adobe Creative Suite design application
- Build projects from concept to completion with outstanding results
- Perform complete quality assurance on creative assets following brand guidelines
- Provide recommendations and solutions to quickly resolve design related issues
- Manage client expectations and verify positive project outcomes
- Coordinate timelines and deliverables

PRINT SHOP PRODUCTION ASSOCIATE BUDGET PRINTING | Long Lake, MN | 2015 - CURRENT

Work in a fast-paced environment ensuring projects are produced in a timely fashion and delivered on time.

- Design and send printing proofs to customers quickly
- Respond to all email requests
- Answer customer questions regarding design, print requests, pricing and timelines
- Demonstrate problem solving skills in a fast-paced environment
- Manage outside vendor print jobs
- Prepare graphic files for print
- Run high volume copy, print and binding machines
- Operate printing and other bindery machines

EDUCATION

HENNEPIN TECHNICAL COLLEGE A.S. GRAPHIC DESIGN - Creative Emphasis | 2009

SALT LAKE COMMUNITY COLLEGE Associates of Science - General | 2005

CLIENTS

- Wayzata School District
- Amy’s Cupcake Shoppe
- MN Epilepsy Group
- Summit Financial Group
- Minnetonka School District
- FIVE Technology
- Orono Early Learning

SKILLS

Adobe Creative Suite
Illustrator
InDesign
Photoshop
Muse
Customer Service
Project Management
Brand Cohesiveness
Photography Art Direction
Logo Design

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