

## **Education**

Associate of Applied Science, Graphic Design  
Portland Community College  
Degree Received June 2000

## **Experience**

### **Northwest Print Solutions – Graphic Design, Pre-Press, Bindery and Customer Service November 2005 – June 2006**

This print shop was a smaller shop. Much of the time I was the only one in the store. This means that I must be able to run all parts of the store very efficiently on my own. I took in the majority of the jobs. I started the jobs as quotes, wrote them up when they were approved, did any graphics that had to be done, prepared the files for print, ordered paper to run the job, did the bindery once printed and dealt with any problems that arose during this process. I found it very rewarding to see a job through from beginning to end. While doing all of this I also answered the phone and helped any “walk in” customers who wanted small jobs done while they waited.

### **ePrint – Graphic Design and Pre-Press February 2005 – October 2005**

At ePrint I was both a graphic designer and pre-press technician. The shop specializes in four-color printing so I did a lot of full color design work along with the usual spot color jobs. The shop is also all digital. I outputted direct-to-plate to a DPX plate maker for press and via a Fiery rip to our black & white and color copiers. Much of the job was doing pre-press work on customer supplied files. This required me to trouble shoot using multiple programs on both Mac and PC platforms. Along with working in the design department I also used my knowledge of bindery and high speed to help out in a busy department. In the mornings I ran the copiers and did finishing work.

### **Lazerquick - Graphic Designer and Pre-Press October 2004 – February 2005**

I was the Graphic Designer at Lazerquick Printing. I designed pieces based on customer specification. I readied these files for web, copier, press printing and outside services. I also received customer-supplied files, which had to ready for printing. Because of this I had to use my knowledge of many graphic programs on both a Mac and PC platform. I adjusted layouts by color separating and applying as needed. I was responsible for outputting files to press. I output and processed RC paper and CTP's (computer to g trapping plate) and processed and stripped-up film. I was in charge of the daily maintenance on the processing equipment, including chemicals. I trained an assistant graphic designer while there.

### **Lazerquick - Bindery and High-Speed Operator December 2001 - October 2004**

I worked in the bindery/high speed department of Lazerquick Printing. I ran jobs on two high-end copiers, using both hardcopy originals and electronic files. I did production work such as cutting, folding, drilling, etc. I used various machinery to do these tasks. I packaged orders for both truck and UPS delivery and wrote up the daily delivery schedule. I kept track of and ordered paper and other supplies. I also did overflow graphics work and filled in when the graphic designer was out.

### **Washington County Land Use and Transportation - Graphic Artist October 1999 - August 2001**

I produced communication pieces for Washington County including posters, brochures, forms, displays, newsletters and much more. I completed projects with tight budgets and firm deadlines. I worked directly with the printer to produce pieces. I was responsible for purchasing and maintaining graphics equipment. I prepared documents for both print and web application. I also designed and applied a 25'x10' mural for the lobby of a new County building. I began as an intern, but upon leaving I had taken on the responsibilities of the head of the department.

## **Computer Skills**

Software Knowledge: Photoshop, Illustrator, InDesign, QuarkXpress, Freehand, Publisher and PageMaker  
I am equally comfortable using both a Mac and PC computer.