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Objective

I am an artist seeking a full time position in the design industry. I have extensive experience in organizing a team, corresponding with customers, software, hardware and sign industry product standards, and product inventory supplier relationships. communication skills are my strong suit. I believe that perfect little details make a beautiful grand image. I am always enthusiastic for the chance to work with others; additionally I am confident in my computer knowledge; both in software and hardware.

Qualifications

Client satisfaction is my main focus
Detail oriented
A problem solver
Up to date (software + Hardware)
Tech savvy
Team player

Skills Matrix

Microsoft Office	Photoshop	Illustrator	InDesign
After Effects	CorelDRAW	Flexi Sign	Muse
Pencil Drawing	Maya	3DS Max	Blender
Zbrush	Unity Engine	Windows	Mac

Education

PixelBlueCollage: 3D Modeling & Animation Diploma.....2012
NAIT: Graphic Sign Arts Certificate.....2011
Centre High School.....2010
Arch Bishop Jordan High School.....2008

Professional Experience

Dec, 2017 - Present - Sun Signs & Services Edmonton, AB

Design:

- Using design software to prepare or create digital files for large format printing. (see Skills Matrix for knowledge Base.)
- Using multiple design softwares to efficiently access customers designs. (Adobe and Corel to end up with .EPS format files with print.)
- Layouts and proofs to customers for approval before production.
- Scale graphics prepared for large format print media and production.
- Quote requesting for outsourcing channel letters.
- CNC Router files, and operating CNC Router Machine.
- Brand creation when needed, Logos, Pantone selection.
- Matching Pantone colour to Vinyl colour charts.
- Roland versa works, nesting and printing, printer maintenance, including calculating vinyl roll length remaining. (older machine does not track vinyl on roll)
- Facia sign city of Edmonton permit. (Alberta wide... so far)
- Planning and material count. Ensuring media and ink supplies will suffice for overall jobs in processing.

Production:

- Vinyl application.
- Dibond, Lexan, and Coroplast Prepared and cleaned to bring into graphics room, for professional bubble lint free finish.
- working with production team to ensure accurate Measurements for design and application.
- On site Installation and finish.

Administrative:

- Professional and friendly customer service and sales on site and in shop.
- Ability to up sell and suggest ideas to ensure the customer feels understood.
- Quick Books Data Entry and Sales.
- Creating invoices, receiving payments, depositing cheques.
- Maintaining and tracking Cash transactions.
- Tracking portable sign rentals and Permits.
- Submitting applications to the city for permit renewals (portable Signs)
- Non-Profit portable sign rentals and permits.
- Answering phones while maintaining steady work flow.

Historic Experience

Summer of 2011 - Dec, 2017 - Freelance Edmonton, AB

- Cooperate with clients to create the image they are looking for
- Design logos and branding for clients
- Design for both digital and Print
- Follow standard design rules and provide highest quality service and products
- Use latest in design technology such as Adobe Creative cloud

Dec, 2015- Aug 2017 - Branches Fresh Food Experience

- Work the pizza line (wood burning forno oven)
- Serve over 150 people in one dinner rush (1.5h period)
- Count inventory and stock back ups
- Prepare food for all lines to ensure smooth rush hours
- Follow recipes and improve methods of food prep
- Quick thinking and action to ensure quick customer table turnover

July, 2005-Jan, 2010 - Dec, 2012 - Feb, 2014 HWY 16 E Esso

- Cashier/Food Service Attendant/Supervisor
- Provided friendly and courteous customer service
- Reconciled daily income and prepared bank deposit
- Made quick decisions to solve problems
- Scheduling
- Worked in the kitchen, and on the floor in the restaurant
- Always working with at least one other person

References available upon request

