

Andi Schwartz

Graphic Designer

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4949 NE St. Johns Road, #11 • Vancouver, WA 98661

Experienced Graphic Designer bringing 13 years of on the job experience seeking permanent position. Equally comfortable with Mac and PC platforms, I am experienced in design, pre-press, customer service and a variety of administrative tasks. I am a quick learner of new systems and software. I am eager to work hard and often develop new ways to increase efficiency.

GRAPHIC DESIGN EXPERIENCE

The Reflector

Battle Ground, Washington

Lead Designer • 5/13 - Current

Managed Design Department consisting of 1-2 other designers. Assisted in interviewing processes and trained new-hire. Re-design of The Reflector Newspaper including set up of style book, libraries, paragraph styles and character styles. Created and managed filing system. Weekly layout of The Reflector Newspaper and assisting with advertising design as needed. Created a new system of digital newspaper page proofing and trained staff resulting in a major decrease of paper usage and speeding up the process. Self-taught use of FileMaker Pro to develop program and databases for ad and listing management for annual At Your Service directory, as well as use of InDesign plug-in to flow database content to InDesign layout. Designed ads and layout for quarterly ReCoup coupon book and the At Your Service directory. Designed a variety of print projects for our in-house commercial print department. Uploaded news content and photos to news website.

The Reflector

Battle Ground, Washington

Graphic Designer/ Print

Department Manager • 9/07 - 5/13

Created new designs and set-up customer provided files for print. Was the primary contact for customers, providing quotes and discussing jobs. Implemented and maintained new estimating/job tracking software. Scheduled projects with in-house print department and with a variety of outside vendors, working with them to prepare files to specifications. Set up files for film output and processing. Assisted with the newspaper as needed for ad design and page layout. Created and implemented the use of PDF forms.

Self-Employed/Contract

Bend, Oregon

Graphic Designer • 10/06 - 5/07

Worked as needed for High Desert Promotions in Bend, Oregon. Scheduled projects to maintain excellent turn-around times. Designed various pieces such as logos, offset printing and screen printing based on phone and e-mail communication. Used pre-press procedures to prepare files.

The Reflector

Battle Ground, Washington

Graphic Designer • 3/05 - 2/06

Designed advertising for weekly newspaper. Worked directly with advertising representatives to design single and multi-color advertisements to specification. Determined work flow priorities to best meet deadlines. Instructed other businesses/artists to send artwork in correct formats. Used pre-press procedures to prepare files.

Imagewear

Bend, Oregon

Graphic Designer • 7/03 - 11/03

Created and set up artwork to be used for screen printing. Adapted quickly and effectively to changes in tasks, projects and deadlines. Cataloged work as completed to be retrieved when needed by others. Prioritized tasks to effectively meet deadlines. Learned to use digitizing software and techniques to create embroidery for different types of use. Trained to use embroidery machines to assist when needed and prepare garments before and after embroidery or screen printing was applied.

The DeLeone Corporation

Redmond, Oregon

Graphic Designer • 9/02 - 1/03

Created new artwork for flexographic printing using layout software. Used formulas to set up artwork for desired label settings. Output and processed film and used plate making machine to create flexographic printing plates. Worked directly with clients, other service providers and sales department to ensure product would be completed to the satisfaction of the client.

Imagewear

Bend, Oregon

Graphic Designer • 4/02 - 9/02

Created and set up artwork to be used for screen printing. Use my customer service skills to communicate with customers. Kept attention to detail and learned quickly. Adapted effectively to changes in tasks, projects and deadlines. Cataloged work as was completed to be retrieved when needed by others. Prioritized tasks to meet deadlines.

H.I. Screen Graphics

Molalla, Oregon

Graphic Designer • 6/00 - 7/01

Worked closely with Project Manager to complete projects as requested. Analyzed information for project provided by customer or obtained by my research to best reach a solution for a project. Created and set up artwork to be used for screen printing and embroidery using design software.

DesignWise Graphics

Tigard, Oregon

Graphic Designer • 3/99 - 6/00

Created and set up artwork to be used in offset printing and packaging. Was able to use my customer service skills. Kept attention to detail and learned quickly. Adapted effectively to changes in tasks, projects and deadlines.

Skilled In • Adobe InDesign CS6, Adobe Illustrator CS6, Adobe Photoshop CS6, Quark 6.1, Adobe Acrobat Pro, Morning Flight Gold (estimating/job tracking for print shops), Word Press. **Comfortable With** • Adobe Flash CS6, DreamWeaver CS6

EDUCATION

Associate of Applied Science Degree Program • Mt. Hood Community College, 2000

High School Diploma • Fort Vancouver High School, 2008