

WORK EXPERIENCE

October 2008 – present: Freelance Designer, Various Clients, Sunnyvale, CA

- Creating mockup designs for client websites.
- Adding and editing content for client websites.
- Optimizing client-provided graphics for web use.
- Editing images for local photographers: taking their images from unedited form and creating images that match their expectations and the expectations of their clients.
- Designing marketing collateral and other materials as need (such as business cards, flyers, tshirts, etc.)

November 2010 -March 2011: Production Artist: HCL Labels Inc., Sunnyvale, CA

- Running the day-to-day production in a sign/label shop specializing in Hazardous Communication Labels.
- Utilizing various tools such as Corel Draw, Adobe Illustrator, Wasatch RIP and others to layout, print and cut labels and signs.
- Processing orders, shipping, customer service, quality control and other duties as needed.

October 2009 – July 2010: Assistant Manager, Walgreens, Palo Alto, CA

- Managing a team of employees with the goal of making our store the best that it can be.
- Maintaining cash flow, inventory, customer satisfaction, store neatness, and employee sanity.
- Training new hires, setting daily schedules, and generally making sure that everything ran smoothly.

January 2007 – October 2008: Graphics Production, ProExhibits, Sunnyvale, CA

- Produced graphics for trade show exhibits: this involved printing, laminating, trimming and attaching the graphics to frames.
- Vinyl work: file setup, cutting, and applying to various substrates.
- Quality control: I was the final link in the QC chain. As the last to set eyes on jobs leaving the building, I was ultimately responsible when things were done wrong.

December 2003 – December 2006: Production, Calypso Imaging, Santa Cruz, CA

- Troubleshooting chemical, electrical and mechanical problems to keep our results consistent.
- Film processing: I ran production of slide, color negative and black and white films.
- Print production: I ran production of our large-format Lightjet printer.
- Digital production: spotting, color correcting and retouching high resolution scans. Setting up files for printing, and using our internal server to send jobs to the print station.

August 1998 – December 2003: Photo Lab Supervisor, Longs Drug Stores, Milpitas, CA

- I ran the day-today operations of the in-house one-hour photo lab (including: submitting reports, training new hires, safety training, ordering supplies, processing orders and quality assurance).
- Maintaining our relationships with our regular customers. Keeping people satisfied is the only way to bring them back to your company again.
- Customer service in the photo department and through the entire store.

VOLUNTEER WORK

- 2010 -2011: Web/Communications Director -Silicon Valley Triathlon Club
- 2009 -2010: volunteer for San Jose Bicycling Club events
- 2008 -present: Volunteer for Silicon Valley Kid's Triathlon
- 2008 –present: Volunteer for California Triple Crown cycling events
- 1996 -present: Volunteer trail worker, various locations.

EDUCATION

- In Progress: B.A. Degree-Web Design & Interactive Media, Sunnyvale, CA
- 1993-1996: A.S. Degree – Park Management, West Valley College, Saratoga, CA

TECHNICAL SKILLS

- Adobe Certified Expert -Photoshop CS4 (June 2009)
- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver, Flash) CS5
- HTML, CSS, PHP, JavaScript/jQuery, WordPress, Drupal
- Microsoft Office Suite
- Comfortable working on Mac and PC platforms
- Thorough knowledge of color theory: setting up work stations to attain optimum results from printing and ICC profiling.
- Professional level printing: Mimaki JV33 Series, Epson 2880, 9600, Lightjet 5000 and HP Designjet printers.
- Printing, cutting, and preparing vinyl signs and labels.
- Large-format lamination.

SOFT SKILLS

- Excellent written/oral communication
- Analytical/critical thinker
- Keen and persistent problem solver
- Self-starter and self-motivated, require little supervision
- Ability to multi-task and function effectively in a dynamic work environment, including adapting to changing priorities and deadlines
- Extremely dedicated, motivated, and hard working