

Portfolio: www.skratchnsniff.com · Austin, TX · jacindav77@gmail.com

ADDITIONAL EXPERIENCE

10 Years Experience:

InDesign, Photoshop, Illustrator, Power Point, MS Word, Acrobat, Outlook

Basic Experience:

Excel, QuarkXpress, Go Live, DreamWeaver, HTML, Front Page, Word Press, SiteBuilder, Drupal, MySQL, PHPMyAdmin, Quick Books, Access

3 Years Experience:

Sales Admin Assistant, Printing Production with Pre-/Post-Press

Photo Restoration/Manipulation, Vector Illustrations, Research for Design Coordination, Basic Marketing and Social Media Promotion, Basic Photography

Mac/PC efficient, type 55 words per minute

EDUCATION

Bachelors Degree in Graphic Design:

American InterContinental University
January 2005 - February 2006

Associates Degrees in Graphic Design & Art:

Tarrant County College - Hurst, TX
September 1996 - December 1998,
January 2000 - May 2001

University of North Texas - Denton, TX
January 1999 - December 1999)

WORK HISTORY

Skratch 'n Sniff Design: Owner/Artist (2001 - Present)

Freelance Graphic Design - Significant Clients (Clear Channel Radio Dallas, Dallas Observer, Quick/Dallas Morning News, SF Bay Guardian, Optimal Fitness, Aesthetic Laser Hair Removal, Volunteering Australia, Various Bands and more)

HostGator.com: Chat Tech, Austin, TX (April 2011 - July 2011)

Kelly Services (Job Agency) for Nissan Motor Acceptance Corporation: Data Entry/Office Assistant, Irving, TX (November 2009 - February 2011)

The SF Bay Guardian: Production Artist, San Francisco, CA (October 2007 - January 2009)

Create new ads/logos with In Design, change/insert camera-ready art onto existing templates, work with sales people to perfect ideas, manipulate images in PhotoShop, create/update marketing materials, pour ads onto pages and layout. Use font suitcase, ftp, clipart/stock images.

Red Oak Realty: Receptionist, Oakland, CA (April 2007 - August 2007)

My PC Source: E-Commerce Assistant, San Jose, CA (June 2006 - January 2007)

Update inventory and prices online, list new items online, research for new items, answer customer's emails/phone calls, package/ship items using USPS/UPS/Fed Ex software, brain storm ways to drive more to site, use QuickBooks/OMS.

Lived in Melbourne, Australia (January - May 2006)

Clear Channel Radio: Sales Admin Assistant/Graphic Designer, Dallas, TX (March 2002 - August 2005)

Sales Admin Assistant - assist up to 12 sales people/sales manager, pull daily reports to show market rankings, keep manager organized/calendaring, corresponded with clients for sales, print/mail contracts/invoices, write liners for commercials, order/restock office supplies for company, attend meetings and take notes, help brainstorm for promotions, receptionist relief by answering phones for close to 100 employees, greeting visitors and gave prizes to winners. Created/maintained the KDGE Myspace page with local music giveaways.

Graphic Designer - used skills for all of Clear Channel Dallas: logos/fliers/t-shirt designs/billboards/ads/web banners/VIP passes. Build promotional & marketing/research materials, create reports/Power Point presentations for sales people.

Starbucks Coffee: Barista, Flower Mound, TX (April 2000 - May 2002)

Copy Concepts: Production Asst/Desktop/Bindery/Customer Service, Irving, TX (June 1997 - April 2000)

Customer Service - cashier, wrote up work orders, help with self-serve copiers, corresponded with business people to discuss job details, open/closed shop.

Bindery - printed on Kodak, bound jobs (wire-o, coil, GBC), padding, lamination, drill, shrink wrap, cutter.

Desktop (Summer Internship) - typeset, preflight jobs for print compatibility, send jobs through large network, troubleshoot bad files, use DigiPath to scan hard copy documents with .rdo/.ps files, worked with sending .ps files over Océ System.

Production Assistant - DocuTechs, 6180's, NS+ System, DigiPath, RIPs.