



**Skills: Adobe PhotoShop, Illustrator & InDesign on both Mac and PC**

- Graphic Design • Typography • Pre-press layout • Photography • Packaging
- Time management • Detail Oriented

**Education St. Louis Community College - Kirkwood, MO**

Adobe LinkedIn Learning Courses  
 Refresher class: Computer Art Studio - 2025  
 Certificate of Specialization - Graphic and Page layout - 2016  
 Associate in Applied Science in Graphic Communications degree - 2002

**Graphic Design & Professional Production work**

**Optima Graphics**

**SENIOR PRODUCTION SPECIALIST**

August 2011 to November 2020

- Lead daily production of jobs for a team of four employees
- Prioritized jobs to meet deadlines and meet quality assurance guidelines
- Maintained a low missed shipment and low redo/reprint rate and daily meet shipping deadlines for job due dates
- Train new employees
- Communicate in a professional manner with all personnel and customers in a diverse work environment
- Cross trained in digital imaging and pre-flighted files

**PRODUCTION LEAD TECHNICIAN**

December 2006 to August 2011

- Seasoned production lead with five years of experience in leading and managing a team of diverse employees
- Proven ability to delegate and manage the production of multiple projects simultaneously while maintaining a keen attention to detail and meeting tight deadlines
- I implemented and maintained a team collaboration, problem solving and organization
- Our production workflow remained smooth and we maintained a low redo & reprint rate and was able to daily meet our on-time shipping

**SEAMSTRESS / PRODUCTION TEAM MEMBER**

January 2004 to December 2006

- Learned technical skills quickly in a professional tradeshow production business.
- Effectively operated an industrial fabric saw and ran an industrial surging machine in the production of various styles of table-throws and tradeshow graphics
- Weeded vinyl to be heated to table throws

**Additional customer service**

**Office & Personal Assistant**

**PRIVATE PARTY / HOME OWNER**

Helped organize a home office and performed basic household duties including clerical tasks.

**Visual Associate / Auditor**

**GARDEN RIDGE**

Communicated sales to customers by producing signage for pricing events

**School Age Childcare Group Leader**

**Y.M.C.A.**

Planned and supervised activities for school age children, afterschool care.

**Professional sales & Customer Service Work**

**South County - Dillard's**

**KENDRA SCOTT AND JAMES AVERY JEWELRY**

**VINTAGE HANDBAG AND WATCH SALES SPECIALIST**

July 2021 - Present

- Certified James Avery, Vintage Handbag and Watch specialist
- Promoted to Kendra Scott Brand Ambassador's Selling Specialist upon its launch at our location - one year after hired as James Avery Specialist
- I've maintained and expanded my relationships with customers and increased my sales growth, kept current on brand trends, generated sales by communicating with customers thru the use of Dillard's Connect Mobile App
- I've enjoyed stylizing customers from head-to-toe and tailor their buying experience to fit their unique needs. Customizing their jewelry for special occasions or gift giving

**South County - Macy's**

**SALES ASSOCIATE**

**CASHIER / CUSTOMER SERVICE**

December 2020 to July 2021

Departments I worked in included: Shoes; Ready to Wear; Menswear; Backstage; Housewares & Handbags

- Provided friendly and knowledgeable customer interaction and service within various departments at Macy's.
- Promoted to Part-time from seasonal to the shoe department within two months.
- Sales duties included: register sales, fitting room maintenance, online ordering, customer payments on their accounts