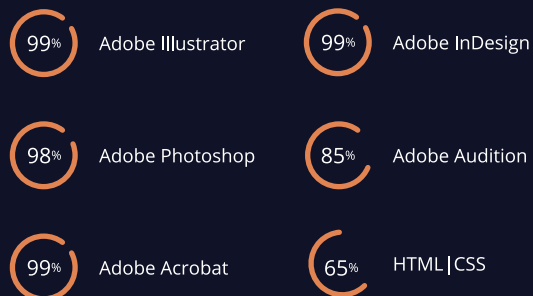


## PROFICIENCY



## PROFESSIONAL SKILLS



## PRE-GRAPHIC DESIGN

- **Assistant Manager**  
**Cherry Berry Yogurt Bar**  
10|13 – 10|14
  - Managed 8 employees, training them on customer service, standard procedures, working the cash register, cleaning the machines externally, replacing product and the handling of money.
  - Made daily deposit to the bank, collecting financial paperwork to mail to our accountant, auditing discounts and comparing them to the daily fiscal summary.
  - Disassembled, cleaned internal parts and reassembled all yogurt machines weekly.
  - Took inventory and placed food orders weekly.

## EDUCATION

- **The Art Institutes International | Minnesota**  
08|10 – 10|15
  - Received a Bachelor of Science in Graphic Design with Honors.
  - Learned to create visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers.
  - Over time, developing an overall understanding of layout and production design for various applications such as advertisements, web, brochures, magazines and corporate collateral.

## EXPERIENCE

- **Founder, Creative Director | HNTR designs**  
06|14 – Present
  - Providing creative solutions through logo design, layout, brand development, illustration, and digital and print design services for businesses and entrepreneurs. Please visit hnrtrdesigns.com to view my work.
- **Graphic Designer | Five Star Professional**  
03|17 – Present
  - Design the interior layouts of Five Point Magazine, and The Essential Home Magazine as well as, designing the advertisement templates and real estate listing ads for featured ad space in these publications.
  - Created the branding for Five Star Professional's subsidiary Three Peaks Insights. Designed the ad production graphics standard manual and a production guide booklet for client success representatives. Designed digital social media posts.
  - Create, develop, layout, as well as proofread and revise customer advertisement profiles and magazine editorial pieces in accordance with the Associated Press Guidelines and Five Star Professionals' brand standards.
- **Production Designer | Shutterfly, Inc. – Tiny Prints**  
10|16 – 03|17
  - Typesetting custom text on Illustrator templates, layout adjustment and meticulously proof and approve files for print. Including color customizations, custom layout adjustment, and customer-submitted text for grammatical issues.
  - Reviewing customer submitted photographs, checking photo resolution, photo-manipulation, removing red-eye, adjusting light values and color correction to ensure optimum print quality.
  - Report and take necessary steps to correct errors and inconsistencies to ensure quality, accuracy and print quality, making sure files are set correctly for processing on high-quantity digital printers.
  - Respond to and resolve inbound customer service inquiries and issues related to design and production via telephone and email.
  - Keep up with evolving policies and process improvements, researching and staying up to date on stationery etiquette. Hitting department-wide productivity and accuracy goals for processing speed and error rate efficiency.