



## QUALIFICATIONS

I offer over 20 years design and production art experience. I am hardworking and detail oriented with the ability to juggle a high volume of multiple projects, stay organized, and meet tight deadlines while maintaining a positive attitude. I am a collaborator as well as a self-starter.

## SKILLS

- **ADOBE CREATIVE SUITE:** Expert in the following - Photoshop, InDesign, Illustrator, Lightroom, Acrobat, Bridge Keynote, PowerPoint, Microsoft office, Teams, Slack, AirTable, Trello, Google Slides and Docs. Proficient in Figma and Canva
- Graphic Design Production for Print and Digital Mediums
- Experienced with Print Production, Spec Sheets and Print Requirements with Knowledge of Pre-Press Workflows, Preflight, Ink Density Adjustments and Collection and Upload of Final Files
- Sharp Eye and Strong Attention to Detail
- Typography, Hierarchy, Color Theory and layout Techniques
- Expert in Aligning Designs to Legal and Brand Guidelines and Branding Standards
- Excellent Project Management Skills and Organizational Excellence, including File Management and Version Control
- Photo Editing and Retouching
- FYC and Awards Campaign Experience
- Training and Managing Staff
- Presentations
- Self-Starter

## EXPERIENCE

**June 2022 – May 2025**

Sr. Production Artist - Contractor

**Magnit Global for APPLE TV+ | Los Angeles, CA (Remote)**

Worked with the FYC team at APPLE TV + as a contractor. I worked closely with our Creative Director and marketing team. Created for briefs for various vendors. Designed a variety of print and digital takeovers, skins, banner ads, newsletters, eBlasts, OOH, and DOOH static pieces. We often received last minute pivots and/or buys which needed to be delivered to the printer ASAP, therefore, I created print-ready mechanicals. Implemented AirTable to help with workflow.

**August 2021 – June 2022**

Print Production Manager

**AV Squad - Print Division | Hollywood, CA**

Managed the Print Production department at AV Squad. Assigned as well as designed breakout builds as necessary. Established workflow systems including implementing Trello for my team to keep track of all job related information, created instruction sheets for various aspects of our department, i.e.: actions for batches of JPEG to PNG conversion, Proper Epson print workflow, InDesign Data Merge for multi-page PDF presentations, etc. Worked closely with the accounts team, design team, finishing department and vendors. Clients included; *AppleTV+, Hulu, Amazon Prime, FX, Lionsgate, Netflix, Universal, and more.*

**August 2018 – August 2021**

Production Manager/Artist

**BLT Communications | Hollywood, CA**

Part of the Broadway Team. Created layouts for FOH, OOH, print, digital banners as well as final mechanical preparation for world-wide distribution. Worked closely with the art director and accounts team to assure on-time delivery of various elements. Trouble-shooting and multi-tasking were imperative. Adobe Creative Suite, Trello, Microsoft Teams. The last 4 months of employment, I worked with AppleTV+ on various Awards Campaigns.

**June 2018 – August 2018**

Freelance Production Artist

**Neuron Syndicate | Santa Monica, CA**

Production artist on numerous projects for clients such as; *Lionsgate, Fox, Sony, Netflix, and Warner Brothers.* Attention to detail and the ability to work under tight deadlines were imperative.

**March 2013 – June 2018**

Graphic Designer and Manager

**White Trash Fast Food | Berlin, Germany**

I designed a wide variety of materials; monthly program of events, menus, fliers, magazine ads, promotional material, gift certificates, posters, exterior and interior banners, signs for special events such as the Berlin Festival. Designed logo and created all graphics for the Berlin Blues Festival, 2016. Updated events on the website calendar. Multi-tasking was imperative as I also managed the restaurant. Actively supervised staff of approximately 70. I self-taught myself the Micros POS system and programmed all menu items for our POS machines and handheld devices.

**July 2012 – March 2013**

Production Manager / Senior Production Artist

**Neuron Syndicate | Santa Monica, CA**

Production manager, senior production artist, senior account manager assistant. Corresponded with clients ensuring completed projects were delivered satisfactorily and deadlines were met. Created layouts for various packaging, ads, posters, and web graphics, while maintaining legal and branding standards. Quality controlled and uploaded final collects. Clients included; *Fox, Universal, Warner Brothers, Vuguru, Relativity Media and more.*

**October 2003 – July 2012**

Senior Production Artist

**Midnight Oil | Burbank, CA**

Prioritized and managed jobs to ensure they were completed and deadlines were met. Worked closely with CSRs. Implemented manuals for training purposes as well as a production test for job applicants to verify their skills. Trained new-hires on our work-flow procedures. I was the senior production artist on the Disney Team for the last 5 years of employment and maintained templates, legal and branding standards. Attention to detail was critical. Clients included; *Disney, Activision, Microsoft, Fox, Universal, Relativity Media and more.*