

SUSAN STEVENS

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1653 Ashfield Valley Avenue
Las Vegas, NV 89123

Seeking Position As:

GRAPHIC DESIGN SPECIALIST/ TEAM LEAD

Conscientious, efficient and thorough Graphic Artist has more than 9 years of full-time and freelance experience in print and web design. Innovative and determined professional excels in prepress production, and is highly familiar with USPS mailing standards commonly required in high volume print projects and mailers. Talented candidate has had exposure in web design, using tools such as HTML, CSS, PHP, MySQL, and JavaScript. Firm and diligent team leader also excels in managing cross-functional teams, and has a verifiable record of success in delivering high quality projects within established budgets and timelines.

Driven candidate is actively seeking a challenging leadership or independent role in graphic design, preferably with a dynamic and progressive industry leader. Thrives in demanding team environments and excels under pressure, whether working with a team of professionals or as an individual.

- ✦ Graphic Design, Print & Web Applications
- ✦ Skillful Team Leader & Scheduler
- ✦ Adept in Organization & Project Management
- ✦ Exceptional Customer Service Abilities
- ✦ Excellent Cross-Functional Team Management
- ✦ Creative & Resourceful Problem Solver

PROFESSIONAL EXPERIENCE

Western Mailing Services

Oct 2001 – Sept 2010

Graphic Artist
Las Vegas, NV

- ✦ Designed and implemented the company's current logo; developed a series of templates in Adobe InDesign to aid in the streamlined production process of routine computer-to-plate job files.
- ✦ Completed design pieces for high profile clients, including the United States Postal Service and the Fitz Casino & Hotel.
- ✦ Tracked and assigned all work in the Design Department; oversaw the activities of other support personnel within the department as well as the training and development of new hires.
- ✦ Researched and developed standards for clients' convenience and provided clients with reference materials to assist them in submitting press-ready artwork.
- ✦ Ensured that the department's output consistently suits the needs of other departments; worked with 4 color process and spot color work for both digital and offset web presses.
- ✦ Developed new creations and modified customer-supplies files; determined prepress requirements through assessing work orders and studying the design, content and specifications of each job.
- ✦ Pre-flighted the workload of the entire department and assured that mail pieces comply with USPS bulk mail specifications.
- ✦ Coordinated concerns among clients, the design team and other departments; managed, prioritized and, if necessary, reprioritized the department's current projects.

Freelance Graphic Artist

May 2007 – Present

Las Vegas, NV

- ✦ Designed and created artwork for business cards, postcards, programs, advertisements, invitations, fliers, posters, logos, folders, brochures, prescription pads and referral pads.
- ✦ Ensured the rapid turnaround of client promotional files for print shop clientele; developed the graphic elements that meet the clients' objectives.
- ✦ Consulted with clients to establish the overall look, graphic elements and content of communications materials in order to meet their needs.
- ✦ Determined the medium best suited to produce the desired visual effect and the most appropriate vehicle for communication.
- ✦ Prepared sketches, layouts and graphic elements of the subjects to be rendered using traditional tools, multimedia software and image processing, layout and design software.
- ✦ Estimated the cost of materials and time needed to complete and produce the final product for each graphic design.

OTHER WORK EXPERIENCE

Provid Supply

Jan 2006 – Sept 2007

Administrative Assistant
Las Vegas, NV

- ✦ Designed, created, launched and maintained the company website; processed financial paperwork, including annual forecasts and budgets and transaction details.
- ✦ Organized and entered promotional materials into the internal computer system; answered phone calls and directed calls to appropriate parties or took messages.
- ✦ Conducted research, compiled data, and prepared papers for consideration and presentation; greeted visitors and determined whether they should be given access to specific individuals.
- ✦ Read and analyzed incoming memos, submissions, and reports to determine their significance and plan their distribution.
- ✦ Ordered supplies, maintained records management database systems, and performed basic bookkeeping work.
- ✦ Filed and retrieved corporate documents, records, and reports; opened, sorted, and distributed incoming correspondence, including faxes and email.

Blockbuster Video

Aug 1999 – Sept 2001

Assistant Manager
Las Vegas, NV

- ✦ Ensured the creation of a positive customer experience that includes a proactive interaction and immediate resolution for customer issues as needed.
- ✦ Shared overall responsibility for setting, monitoring, and driving sales goals set by the strategic sales plan.
- ✦ Supported the setting, communication and execution of marketing and merchandising programs to achieve key marketing initiatives.
- ✦ Scheduled and distributed shift assignments, conducted regular physical inventories, and processed incoming product shipments.
- ✦ Assisted Store Manager in recruiting, interviewing, hiring, developing, evaluating, coaching, and counseling store employees.
- ✦ Ensured the proper cash controls and loss prevention procedures are in place and followed; conducted pre-counts and participated in inventories.
- ✦ Certified that store appearance and merchandising is in compliance with ongoing marketing programs, product is displayed timely and appropriately, and the store is clean..
- ✦ Reviewed and took action on daily reports and participated in the identification of financial strengths and opportunities on a monthly basis.

EDUCATION & TECHNICAL SKILLS

Community College of Southern Nevada, 1997 – 2002

Completed Credit Hours towards a Graphic Design Degree

Proficient in Adobe Creative Suite programs (InDesign, Acrobat, Photoshop, Illustrator), PitStop, Microsoft Office Suite (Word, Excel, Entourage), Web Design Tools (HTML, CSS, PHP, MySQL, JavaScript), QuarkXPress, Freehand, Corel Draw, Suitcase Fusion, TransType, XHTML, CSS, Harlequin/ECRM, Heidelberg RIP Software, Mac and Windows OS, CTP and Film-to-Plate

References Gladly Provided Upon Request