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Portfolio: dugdoc.com

Objective

Graphic Designer / Illustrator with experience in creating digital media, marketing, advertising design and post-production, offering capabilities in Adobe Photoshop, InDesign and Illustrator focused on time-critical, complex projects.

Additional experience in data analysis, trade show graphics design and exhibit on-site management. USAF veteran.

Work Experience

Hurst-Eules-Bedford I.S.D. | Bedford, Texas | School District Printer

September 2017 – August 2021

- Hired for transition from analog copy center to digital print facility, training intern students and printing testing for the school district. Being the lone printer for over 2,700 employees, P.R. & Mktg., School board, special event and alumni clients, while developing new media types within the requests.
- Layout the shop for a logical workflow. Changing walls and electrical areas to fit this scheme.
 - Create specifications / dimensions for (4) mobile tables to be built with removable larger laminated tops for each. Giving way to further production and multiple layouts.
 - Create specifications for building a large format, glass cutting-table which allows multiple work area setups. (A cutting table with many mobile locations within the area.)
 - Submitted work orders to detach, move, and re-install all of the older cabinets / bindery from the old building to the new facility to create dedicated work space at no additional cost to the district.
 - Took existing room plan layout and re-designed to optimize functionality and storage for bulk paper/media and different paper stocks. This created space for the main print output to be perpendicular to a large format cutting/laminating area, which can be utilized for more than a single purpose.
- All work was done through either a hard copy version of a “Print Request” form, verbal request or invoicing. I created a digital print request file for costing, estimating and charging. There is no system in place and since the previous system, which was used prior to the expansion of the facility has proven to fail. Digital change was a forward move.

Responsibilities:

Print all district-based testing for the district
Create / rebuild district forms
Fulfill specific campus print requests for any custom printing
Estimating for print jobs
Print NCR (non-carbonless) 2-part, 3-part, 4-part
Provide large format output a/or mounting
Provide design and rebuild forms for any request
Write invoicing for any non-departmental print media

Equipment:

Xerox Nuvera 100/144EA & Xerox Versant 180P digital press'
Duplo DB-290 Perfect Binding Machine
GBC 1800S Automatic programmable air suction tabletop folder
GBC Magnapunch Pro Interchangeable Die Punch (Coil / Combs)
GBC CI12 Electric Coil Inserter with Cut and Crimp Knives
Epson SureColor T-Series T7270
43" Large format vinyl printer with Adobe PostScript 3 Expansion Unit
GBC Spire III 44T - 44" Thermal Wide Format, enveloping Laminator
EFI Production Printing Fiery EXP260 Raster Image Processor
Work Command Station and color profile Spectrophotometer
VI80 FreeFlow Print Server with booklet maker finisher and 2-tray high capacity feeder

Johnson Service Group to:

Triumph Group – Vought Aircraft Division | Grand Prairie, Texas Government/Industry Relations Graphics Production Coordinator

February 2014 – September 2015

Responsible for development of marketing communications graphics and collateral materials for international aerospace manufacturing company's corporate marketing communications team including:

- Participate with team to determine basic design concept based on corporate needs
- Design, preparation and template file management of production art, incorporating original technical illustrations, vector/pixel images and data for:
 - Exhibition graphics for major domestic and international trade and air shows
 - Brochures, product sheets, business cards and PowerPoint videos accompanied with exhibit graphics to international and domestic air shows
 - Executive presentation library (front-line sales support communications tool)
 - Large-format digital/print/video exhibit media prepared for all shows
 - Branding, re-sized web images and team media produced/shipped ahead of all shows
 - Facility signage and lighted wall graphics
- Graphics specifications for outside vendors are met, then media is coordinated to include press checks, bindery and final delivery
 - Election cycle employee participation campaign planning and execution
 - FEC reporting and funds disbursement
 - Administrative proficiency using VOCUS PAC management software
- Corporate exhibition asset management and graphic inventory control
 - Lean warehouse layout for process
 - Focused asset management and efficient inbound/outbound load management
 - Individual show asset staging and shipment preparation
 - On site project management (setup and dismantling)

The Printing Store, Inc. | Fort Worth, Texas

Lead Graphic Artist

October 2010 – February 2013

Responsibilities:

- Lead graphic design in Photoshop / Illustrator / Freehand / InDesign / QuarkXpress to proof using Adobe Acrobat (*.pdf) workflow
- Output digital file to e-mail, large format, film/plate, proofing a/or delivery to client
- Install system software and program applications to ensure multiple PCs / Macs are operational and optimal for immediate use
- Photograph, scan, adjust or rebuild subject matter to deliver digital quality proof
- Help ensure server (Macintosh) files are accessible for server archival
- Develop and refine the current system of workflow from past experience for daily improvement
- Create or recreate art / layout of color, grayscale, duotone or bitmap elements while matching elements, type style and resolution when necessary

CAVOK - a division of Oliver Wyman, Inc. | Keller, Texas

Technical Illustrator/ Data Analyst – Illustrator – Graphic Artist

April 2005 – April 2007 / (Company Purchased)

April 2007 – December 2009

Responsibilities:

- FAA submitted manuals publishing. Airline manufacturer Maintenance Task Card production and editing for major airlines worldwide
- Illustrating/calling out aircraft parts/cutaway for use in Task Card production
- Custom photo creation or manipulation of aircraft to represent instructions from SME (Subject Matter Experts)
- Exacting and clean data manipulation of Aircraft Manufacturer's source material transferred to MS Excel, to be entered into the company's COMMAND tool
- Create, scan, draw, edit a wide degree of sources to illustrate aircraft industry manuals, Maintenance Task Cards and any needed company materials as requested
- Illustrate all graphic figures for Boeing 767 instructive manuals for major airline clients

NIXIN Printing | Fort Worth, Texas| currently out of business

Prepress Technician

November 2002 – September 2003

- Creation of digital files/preflight, Prepress-to-film, film-to-plate for pressmen
- CTP with prep for pressman
- Calibrate press through colorimeter scan of proof

Global Group, Inc. / Fort Worth, Texas

Electronic PrePress/ Typesetter/Photoshop

June 1999 - November 2000

- Preflight or Layout documents to proof (large format, postscript level-3 devices)
- Mockup, output or print documents
- Archive a/or retrieve jobs in job library
- Prepares notes and instructions for workers on other shifts
- PREPs imposing and manual layout to publish
- Image retouching and color adjustments
- Gathers and archives digital work for client to company specifications
- Knowledge of Mac and PC, color trapping, film and plate output (40") via Rampage RIP

***Conquest Graphics / Plano, Texas Graphic Arts
Advertising Graphic Designer***

November 1998 -May 1999

Contract Labor / Ad Agency

- Ad creation to publishing
- Hub network maintenance

Education/Certification

Tarrant County Junior College/ Hurst, Texas

July 1990 – April 1991

20 hrs. Credit hrs.

Tarrant County Junior College/ Fort Worth, Texas

April 1991

Earned Certification in Office Professional Program w/Publishing

625 non-credit hrs.

***USAF/ Carswell A.F.B., Fort Worth, TX (Currently J.R.B., Fort Worth, TX)
Profession 63130, Fuels Specialist***

July 1978 – September 1980

OJT 4 hrs. college credit, including Physical Education

SKILLS

- Adobe Photoshop
- Adobe InDesign
- Adobe FrameMaker
- CorelDraw X5
- Quite Imposition
- QuarkXpress
- Swift 3D
- Adobe Illustrator
- Adobe Acrobat Pro
- Microsoft Office Suite
- QuarkXpress
- Preps
- Pitstop Pro (full use)
- Notepad++

Print

Marketing & Advertising

Graphic Design -

Print / Electronic layout

File troubleshooter

Color Separation

Vector reproduction

File Librarian/retrieval

Mockup Layouts with Diecut Design

Data Analysis

RegEx data

Browser

HTML5

CSS3

Portfolio

dugdoc.com

CAREER HIGHLIGHTS

Over 3 decades of design, layout, publishing and output of the simple to complicated. Everything from retail Point-of-sale to large format media; From a multiple mini-tag on a single sheet to a twenty foot wide by 8 foot high Tradeshow piece with specifications output anywhere in the world.

Long-term assignments supporting the Federal Aviation Administration (FAA) cockpit manuals produced for commercial airline operations and maintenance planning.

Accurate data scrape/edit toward analysis for uploading into the application. Creation and production of aerospace manufacturing marketing brochures, exhibit graphics and multimedia presentations. Political voting, ballot boxes for a defense company is included in the years of media output and design. Educational system testing Printer for a multi-city district for nearly 4 years. Additional experience in photography focused on the product shoot with image adjustment.