



Education

Davis College - Toledo, OH

Associates' Degree in
Graphic Design (2013)

Coursera

Google UX Design
Professional Certificate

To be completed
December 2021



Work Experience

IMCO Carbide Tool Inc.

Perrysburg, OH

Lead Graphic Designer

2017 - Present

Graphics designer for digital and print media
Social media content creator
Video and media editor
Catalog developer
Set design
Trade show graphics creator
Advertisement collaborator
Project conceptualization
Prepare design proofs
Proof print and design before publication
Package digital files to be sent to print
Prepare files in proper format for web
Vendor and sales representative communication
Interdepartment coordination
Answer multi-line phone system
Greet visitors
Health and Wellness committee member

Post Production Team Leader

2016 - 2017

Line leader
Office coordinator
Inventory auditor
Label production

Post Production Team Member

2015 - 2016

Quality control and inspection
Packaging and labeling
Label production
ERP system proficiency

Photographer

Toledo, OH

2014 - Present

Communicate and schedule clients
Compose and edit digital media
Provide and compose release forms

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