
GRAPHIC DESIGN ASSISTANT RESUME

Objective:

Seeking a position as Graphic Design Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Proficient with Creative Suite OSX, Dreamweaver, Flash, HTML and CSS
- Comprehensive knowledge of Print Production process
- Familiarity with screen printing techniques
- Operational Knowledge of MAC & PC environment
- Ability to multi-task, prioritize and organize in a fast-paced environment
- Ability to take direction and work well in a team environment

Work Experience:

Graphic Design Assistant
DCM Corp., Fort Worth, TX
August 2005 to till date

- Responsible for downloading product images from a web based application into Adobe Indesign.
- Created catalog pages.
- Handled print ad and marketing material resizing, specs, and art requests.

Graphic Design Assistant
Tervis Tumbler, Fort Worth, TX
May 2000 to July 2005

- Assisted with catalog production and layouts.
- Provided graphics, specs, and art sizing for tees.
- Assisted marketing and apparel design, with graphic art projects.
- Created Computer flat sketching.
- Tracked sample orders.

Education:

Associate Degree in Graphic Design
George Washington University, Washington, DC

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