



Kathryn McGuigan

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Objective

To obtain a position in a creative environment, collaborate with others to develop strong design concepts, as well as acquire new skills and knowledge.

Education

2003-2007 University of Louisiana, Lafayette • Bachelor of Fine Arts, graphic design
2004 University of Sussex, England • Study Abroad

Skills

Adobe Photoshop, Illustrator, InDesign, After Effects and Dreamweaver.
Microsoft Word, Excel, Power Point, Access and Publisher.
Can operate most production equipment and digital printers.
Accurate draftsman, conceptual thinker and quick learner.

Employment

- 2007-2009 Department Manager (Design, Print and Ship) • Office Depot • Lafayette, LA/Round Rock, TX
- Directs operation and workflow of department, including design, production and organization.
 - Maintains customer satisfaction as well as meets company sales goals in fast-paced environment.
 - Edits customer artwork for submission to printer and produces in-store promotional signage.
- 2006-2007 Production Manager/Assistant Designer • RPMS Marketing • Lafayette, LA
- Responsible for design of logos, business cards, ads and full production of projects.
 - Introduced use of InDesign for catalog layout.
 - Reorganized production room to increase work flow.
- 2006 Production Assistant • UL Print Shop • Lafayette, LA
- Production of printed materials and delivery of orders to campus departments.
 - Observation of offset printing process.
- 2003-2004 Administrative Assistant • Rimkus Consulting Group • Ft. Lauderdale, FL
- Utilized MS Office programs for data entry and collections.
 - Revised and edited engineer's reports according to corporate standards.
 - In charge of photographing and filing evidence and other general office duties.
- 2002 Copy Assistant/Receptionist • McKesson Corporation • Dallas, TX
- Operated multiple machines in mail/copy room and produced materials for all departments.
 - Directed clients and operated muti-line phone.

Interests & Activities

Member: American Institute of Graphic Arts (AIGA).
Art history, literature, pop culture, fashion and music.

References available upon request.