

## // ABOUT ME

Accomplished project manager with a passion for streamlining life and an appreciation for detail, seeking a fast-paced, creative environment

## // EDUCATION

- 1998** **Brown Institute**
  - Studied graphic design, web design and illustration
  - Graduated with distinction (3.75 GPA)
  - Received an award for my interactive portfolio
- 2000** **Al Collins Graphic Design School**
  - Studied graphic design and web design
  - Graduated with distinction (3.85 GPA)
- 2016** **Black Hawk College**
  - Studied web application development
  - Graduated with a 3.0 GPA

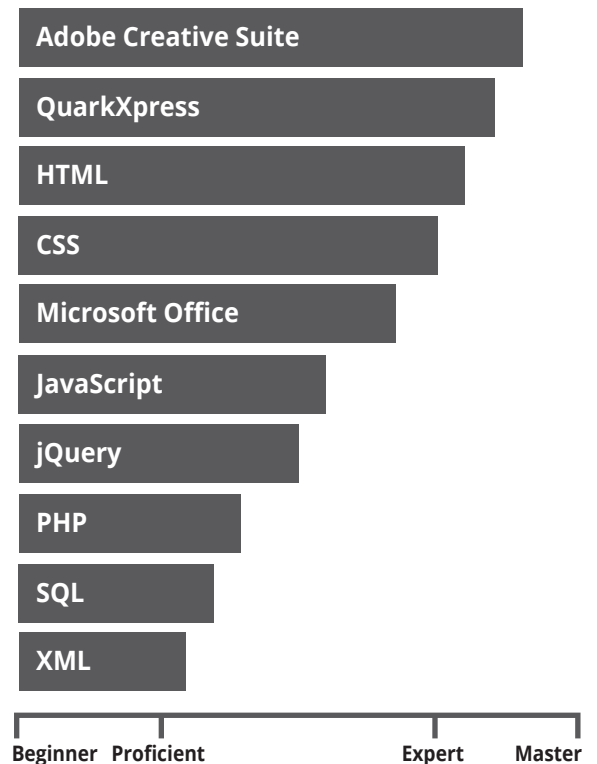
## // EXPERIENCES

- Haunted Carter Farms**  
2007 - Present  
**Graphic Artist / Webmaster**
  - Design intricate maze patterns for a four acre haunted corn field maze attraction
  - Maintain the company's advertising materials and website
- Lance Private Brands**  
2008 - 2011  
**Project Manager**
  - Managed artwork from its initial concept to the printed package for all private label customers on packaging that consisted of film, paperboard cartons, and corrugated cardboard
  - Assembled all of the information needed for design groups to begin creating packaging layouts which included nutrition facts, ingredients, die lines, printing requirements, and sample photography
  - Reviewed artwork for printing, color separation, and die line issues
  - Proofread artwork to make sure that it was in accordance with FDA regulations and guidelines

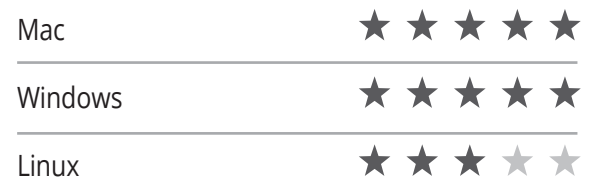
## // CONTACT

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## // SKILLS



## // OPERATING SYSTEMS



## // HOBBIES

- ♥ Graphic Design
- ♥ Web Design
- ♥ Music
- ♥ Art
- ♥ Animation

## // EXPERIENCES (continued)

**Lance  
Private Brands**  
2008 - 2011

### **Project Manager (continued)**

- Coordinated meetings between printers and design groups to ensure that, once artwork was approved, the final files and color proofs were setup correctly for printing

### **Accomplishments**

- Managed artwork for national product launches within extremely tight deadlines for high profile clients such as Walmart, Target, and Aldi
- Eliminated mistakes before packaging was printed by implementing meticulous reviewing processes, saving thousands of dollars in material costs
- Through effective time management and process improvements, I combined the work of several employees into one position

**ARAMARK**  
2006 - 2008

### **Marketing Specialist**

- Designed, printed, and assembled Request for Proposals (RFPs) for many high-profile clients
- RFPs consisted of custom binder covers and tabs, an executive summary booklet, multimedia CDs, catering guides, and a formatted proposal averaging 100-500 pages for various markets
- Supported 4-5 sales representatives, internal departments, outside operations, and marketing staff in the creation and development of a wide range of projects on a daily basis
- Projects included slicks, ads, posters, logo designs, internal communications, intranet updates, database entry and other special projects
- Prepared media for events and trade shows including banners, posters, PowerPoint presentations, brochures, flyers, and table tents

### **Accomplishments**

- Reformatted the Higher Education proposal template to be easier and faster to use, reducing proposal production time
- Created custom binder tabs for the Higher Education proposals, which brought the production in-house and reduced their cost by about \$100 per tab, saving ARAMARK approximately \$1,000 per proposal

**River  
Cities Reader**  
2005 - 2006

### **Production Manager**

- Supervised all production aspects of the newspaper including layout, design, production, and submission of files to the printer to meet a weekly deadline to distribute more than 19,000 newspapers each week
- Worked directly with local clients to determine their needs for creating effective advertisements
- Collaborated with sales staff to create ads to pitch to prospective clients
- Supervised 2-3 intern employees
- Interviewed, hired, and trained interns to produce many aspects of the newspaper
- Inspected and approved all intern work before submitting it to the clients and/or printers

### **Accomplishments**

- Redesigned the newspaper over several issues to create a more cohesive and up-to-date layout
  - The improved layout led to a more streamlined process, accommodating shorter deadlines and reducing overtime for the entire staff
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## // EXPERIENCES (continued)

**Sudden  
Printing**  
2003 - 2005

### **Design Department Supervisor**

- Supervised the desktop publishing department, overseeing two employees at company headquarters
- Worked with local clients, both directly and through any of the nine store branches, designing corporate identities, posters, flyers, brochures, forms and other printed materials
- Prepared client files for press printing, verifying color separations, resolution, sizing, and layout
- Provided time and cost estimates to help develop budgets and printing schedules
- Provided software and hardware administration for the Macintosh computers, including any troubleshooting, repair, or upgrades

### ***Accomplishments***

- Increased department profitability by streamlining the business card department, reducing reprints and improving overall quality

**Primary Hub**  
2000 - 2001

### **Graphic Designer**

- Worked with coders to produce great looking and functional websites
  - Created Flash animations for the web as well as CD presentation demos
  - Designed internal promotional materials including direct mail pieces, animations, and ads
  - Created 3D animations and logos using DAZ 3D Carrara
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