

// 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

Xerox
2016 - Present

Print Production


- High volume printing, averaging 250,000 impressions per week, during peak season
- Perform maintenance and repairs on printers
- Maintain inventory of printing supplies and replaceable printer parts
- Estimate, schedule and track incoming production jobs
- Operate standard finishing equipment (e.g. paper cutters, inserters, laminating, and hole punchers)

Haunted Carter Farms
2007 - Present

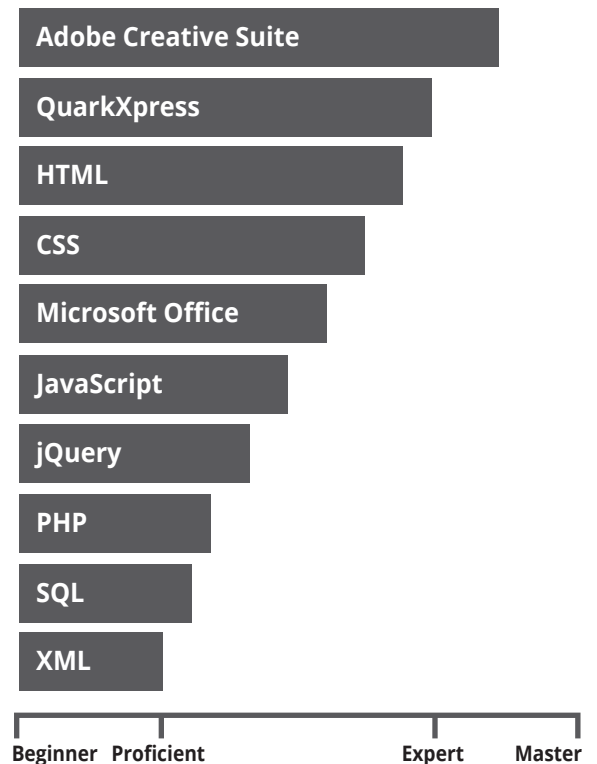
Graphic Artist / Webmaster

- Design intricate maze patterns for a four acre haunted corn field maze attraction
- Maintain the company's advertising materials and website

// CONTACT

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-  **Online Resume & Portfolio**
www.jtheobald.com
-  **Twitter**
<https://twitter.com/JTheobaldDesign>

// SKILLS



// OPERATING SYSTEMS

- Mac ★ ★ ★ ★ ★
- Windows ★ ★ ★ ★ ★
- Linux ★ ★ ★ ★ ★

// HOBBIES

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

// EXPERIENCES (continued)

Snyder's-Lance, Inc.
2008 - 2011

Project Manager

- Managed all artwork for the Private Brands food packaging division
- Provided designers with technical copy, die lines, printing requirements, and sample photography
- Reviewed artwork for printing accuracy and for technical copy to be within FDA regulations and guidelines
- Coordinated meetings between printers, designers and clients to discuss and resolve any issues that could affect product launches
- Managed artwork for national product launches for clients such as Walmart, Target, and Aldi

Accomplishments

- Implemented new reviewing processes that saved thousands of dollars in material costs for each product

ARAMARK
2006 - 2008

Marketing Specialist

- Designed, printed, and assembled Request for Proposals (RFPs) for many high-profile clients
 - RFPs consisted of custom binders and tabs, an executive summary booklet, multimedia CDs, catering guides, and a formatted proposal averaging 100-500 pages
- Supported 4-5 sales representatives and several internal departments in the creation of a wide range of projects
 - 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, presentations, brochures, flyers, and table tents

Accomplishments

- Reformatted the Higher Education RFP templates to be easier and faster to use, reducing proposal production time
- Created custom in-house binder tabs for the Higher Education proposals, reducing their cost by \$1,000 each

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
- Worked directly with clients and alongside interns designing ads
- Inspected and approved all intern work before submitting it to clients and/or the printer

Accomplishments

- Redesigned the newspaper with a more cohesive and up-to-date look
 - Streamlined production processes to accommodate shorter deadlines and reduced overtime for the entire staff
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