

Vikki Kristine Stevens

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vikkikristine.com

Fort Worth, TX

A highly respected bi-lingual professional with exceptional collaborative and interpersonal skills. A dynamic team player with fifteen years' experience in graphic print design and project management from initial concept to finished product. Extensive experience creating print advertising for the retail, medical, employment, and real estate industries.

Experience

Premedia Technician 2, R.R. Donnelley & Sons @ RadioShack

June 2010 - Present

- Back-up Production Lead and Account Manager
- Technical Support for RRD Premedia team for the following: Mac workstations, Xerox Printers, Adobe Plug-ins for Creative Suite, Universal Type Server, MediaBank and MediaCompass file synchronization and ORIS Servers
- Layout retail circulars and signage from sketches for RadioShack
- Create and modify all printed promotional pieces for RadioShack
- Access customer corrections through Smart Review PDF annotation system
- Preparing instruction for production via a Creative Brief, job input via FileMaker Pro and distribute jobs to operators
- Establish SOP
- Work directly with the customer on specialty projects such as catalogs
- Create Print-Ready PDFs utilizing DaLim Twist workflow enhancer
- Create Web-Ready PDFs and JPGs
- Create editable form fields on PDFs for online purposes via Acrobat Pro

On Call Graphics Specialist – Tarrant County College District NW

October 2009 - June 2010

- Developed artwork for classroom instructional materials, including posters, banners, brochures, signage and emailers
- Used QuarkXpress 5.0 and Adobe Pagemaker/InDesign/Illustrator and Photoshop to build and layout advertisements posters, banners, brochures, signage and emailers
- Touched up and Color corrected photos and stock art using Adobe Photoshop
- Worked with school faculty to develop materials needed

Freelance Graphic/Internet Artist – Vikki Kristine Design

September 2008 - December 2010

- Created printed posters, brochures and table tents for various customers
- Created logo and brand design
- Created web banners for various websites

Graphic Artist/Internet Artist – Dallas Morning News

July 1999 - September 2008

- Promoted from Typesetter to Ad Builder in 2002 and then promoted to Graphic Artist in 2005
- Worked with Sales Executives and their customers to create advertisements and promotional material to run in newspaper and tabloids published by The Dallas Morning News
- Used QuarkXpress 5.0 and Adobe Pagemaker/InDesign to build and layout advertisements for The Dallas Morning News and their sister publications
- Touched up photos using Adobe Photoshop CS2
- Color corrected photos and stock art
- Created new templates for real estate ads running in The Dallas Morning News real estate sections
- Worked with Sales Executives and their clients to give them the look and branding the client needs for advertising campaigns

Management

Communication	●●○○
Customer Service	●●●○
Discipline	●●●○
Goal-oriented	●●●○
Leadership	●●●○
Problem Solving	●●●○
Team Work	●●●○
Time Management	●●●○

Technical Skills

Technical Support	●●○○
Troubleshooting	●●●○
Software	●●●○
Maintenance	●●●○

Computer Skills

Adobe Creative Suite	
Acrobat	●●●○
Dreamweaver	●●●○
Flash	●●○○
Illustrator	●●○○
InDesign	●●●○
Photoshop	●●●○
CSS	●●○○
Graphic Design	●●●○
HTML/XHTML	●●○○
Java	●○○○
Microsoft Office Suite	
Excel	●●●○
PowerPoint	●●●○
Word	●●●○
Quark Xpress	●●●○
Web Design	●●○○

Design Skills

Attention to Detail	●●○○
Creativity	●●●○
Layout	●●●○
Photography	●●●○
PrePress/Production	●●●○
Storyboard	●●●○

Education

Dallas Art Institute	Broadcast Graphics
Angelo State University	Computer Science