

years experience designing, producing, and installing a wide range of sign and print media. My attention to detail, calm demeanor and strong work ethic has lead to opportunities in training, management and sales. I am interested in applying my knowledge of the sign and graphic industry to benefit your business.

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WORK EXPERIENCE

- Production Manager: Signarama, Gaithersburg MD D.B.A. Sterico Signs June 2014 - Present
- Responsible for design, production and installation of various types of signs and graphics.
- Trained new employees on design, production and installation methods of the sign business (primarily graphics).
- Trouble shot customer service issues and circumvented production problems when their has been deadline issues and/or surprise equipment problems.
- Designed 3D architectural renderings for permits or as preliminary proofs to entice prospective clients of larger orders.
- Managed and delegated work flow for inhouse and outside/vendor orders for our business.
- Production Manager (sales): Allegra Network, Columbia, MD (Corporate Store) D.B.A. Signs By Tomorrow, Signs and Graphics, LLC & Image 360 June 2012 - November 2012
- Responsible for sales (inside and outside). Regularly performed other duties including design, production, installation, management, and shop maintenance.
- Balanced daily financial reconciliation, and monthly inventory updated and compared to purchases made.
- Delegated and prioritized production workflow as discussed in regular morning W. I. P. meetings.
- Ordered materials (inks, media, substrates, and office supplies, as well as outside vendors and contractors).
- Designed vehicle wraps for a fleet of vans. Provided proofs of dimensional, site signs, and vehicle graphics; installed dozens of vehicle graphics and local signs and graphics.
- Design & Production; Production Manager: Signarama Washington D.C. Germantown MD
- D.B.A. Creative Signs and Graphics, LLC October 1999 - June 2012 and April 2013 - June 2014
 - Designed produced and installed vinyl signs and dimensional interior signage.
- Designed, produced and installed thousands of various signage and had a great return of customer business as a result of excellent working relationships and delivering a product that meets or exceeds their expectations. Installed graphics on vehicles ranging in size from Smart cars to tractor trailers, busses & construction equipment.
- Installed large vinyl wall murals, stand-off acrylic signs and dimensional letters.
- Operated and maintained large format printers as well as plotters and laminators. Ordered media, inks, substrates.

EDUCATION

1995 - 1999 Montgomery College of Maryland: Graphic Design

2005 - 2006 University of the District of Columbia Graphic Design & Web Design

2010 - 2016 Lynda Online Training: Management, Graphic Design & Web, Video and Photography

SOFTWARE PROFICIENCY















