

BRIAN SMITH

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CAREER STATEMENT

Technically proficient, service-oriented advertising team leader seeking to transfer skills from print production back to creative. A tenacious and creative problem-solver, currently pursuing a B.A. in English to fully develop writing skills.

TECHNICAL SKILLS

- Comfortable in Mac and PC work environments.
- Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat), Quark XPress, MS Office (Excel, Powerpoint, Word), MS Publisher.

EXPERIENCE

2000-2009

The Kirschner Agency – Greensboro, NC

Production/Client Services Manager

- Developed protocols and work processes for small Greensboro ad agency, with productivity increasing exponentially.
- Refined agency workflow, including recommendations for time-tracking software.
- Maintained relationships with broad range of international B2B clients.
- Researched and maintained vendor base for print and web.
- Proofed and edited copy, offered final OK on PDFs.

1994-2000

Color Express – Greensboro, NC

Production Associate

- Technical trouble-shooting using various Mac & PC software applications.
- Quality control and client retention.

1989-1994

Guilford Technical Community College – Jamestown, NC

Publications Technician

- Worked part-time while attending classes.
- Produced annual student handbook, monthly student newspaper, assorted promotional materials for Student Activities Office.
- Advised student editors in preparation of award-winning student newspaper.

EDUCATION

2009-present

Guilford College – Greensboro, NC

Pursuing English major (4.0 GPA) with minor in Community & Policy Studies.

1989-1992

Guilford Technical Community College –Jamestown, NC

Work toward Associate Degree in Commercial Art & Graphic Design.
Certificate, Computer Graphics; refresher course, Quark XPress.

REFERENCES

available upon request