

DANA SINDELAR

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~ objective

Be an integral part of a high functioning team.

~ experience

US NAMEPLATE, MOUNT VERNON, IA

GRAPHIC ARTIST

3/21 - PRESENT

- prioritize work flow
- acquire information from Sales Representative and customer to create desired artwork
- prepare prepress art as requested
- assist in finishing

COPYWORKS, CEDAR RAPIDS, IA

GRAPHIC DESIGNER

4/14 - 3/21

See description below.

J&P CYCLES®, ANAMOSA, IA

GRAPHIC DESIGNER I

2/09 - 4/14

- catalog layout using QuarkXpress and Agility
- working with Catalog and Purchasing Department team members; to stay consistent with set standards, updating information, placing product as requested, meet production deadlines
- photograph and digitally process as-is photography

MARKETING GRAPHIC DESIGNER

4/02 - 2/09

- work with the Marketing Director to design all printed material; product fliers, magazine ads, catalog cover design, event fliers and postcards, office material, ready jobs for printer or magazine per specifications, working knowledge of QuarkXPress, Illustrator, Photoshop, InDesign, Adobe Acrobat
- create showroom and event signage generating oversize output utilizing HP1500

AWARDS/HONORS

- help Catalog Department meet production deadlines awards/honors
- Team Player of the Month; January 2003, April 2004, May 2008
- Employee Referral Bonus 2010
- Make a Suggestion Winner 2013

COPYWORKS, CEDAR RAPIDS, IA

GRAPHIC DESIGNER

4/97 - 4/02

- interacted with clients to obtain detailed and accurate graphic design orders
- design and produced business cards, advertising posters, event fliers, informational brochures, newsletters, and original logos, using the Adobe Suite: InDesign, Photoshop, Illustrator and Acrobat
- Prioritized, scheduled and completed multiple projects to meet client deadlines

~ education

KANSAS CITY ART INSTITUTE, KANSAS CITY, MO

BACHELOR OF FINE ARTS, major; Graphic Design

1990 - 1994

~ volunteer

- CSPS / Legion Arts: Usher, Greeter and Box Office
- Moundview Neighborhood: Newsletter Deliverer, Garden Team Participant, Biannual Neighborhood Clean Up Participant