

DAVID G. KLOTZ

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Senior graphic design specialist with 20 plus years of experience in the execution and management of the design process, from thought to delivery. Expert in communication and coordination of job management. Skilled in Adobe CC (Illustrator, Photoshop, InDesign), Microsoft Office and Web applications (WordPress). Able to expand a simple budget to the more complex client branding.

SKILLS

- Website Design
- Email Campaigns
- Social Media
- Adobe Creative Suite
- Creative Management
- Design & Layout
- Typography
- Print Design
- Branding

EXPERIENCE

Senior Graphic Design Specialist / Office Manager

Public Safety Direct, Inc. - December 2014 to Present, Crestwood, IL

- Overseen operations, production, while implementing work flow procedures.
- Organized workshop area, unloaded and stored shipments, maintained inventory.
- Directed and managed employees daily hours and off days.
- Delivered customer focused ideas while meeting budget deadlines.
- Maintained up to date knowledge of design and business trends including social media.
- Applied graphics, lettering, wraps, architectural and automotive tint.
- Designed website, email campaigns, brochures, banners, signs and vehicle wraps.
- Directed all phases of creative work from concept development through production
- Maintained and repaired large format printers and laminators.

Senior Photo Editor / Graphic Designer

Burns Photography - January 2013 to December 2014, New Lenox, IL

- Accountable for the review of all photography edits and design material.
- Managed the post photography process for web images; edits and reviews with sales representatives to obtain approval.
- Updated and maintained online forms and website.
- Digital manipulation and retouching (including skin, color, layout, sizing).
- Removed imperfections, composite images and color correcting.
- Created branding for school specific branding for student enrollments
- Designed wedding photography photo albums.

Laser Engraver / Screen Printer

All American Awards & Apparel - April 2010 to November 2012, Crestwood, IL

- Highly experienced in set up, programming, adjustment and maintenance of laser engravers.
- Received work orders from customers and set completion date depending on work load.
- Confirmed products were clean and ready for presentation upon pickup.
- Operated Epilog laser engravers and adjusted settings based on material.
- Set up designs, burned images to screens and operated manual print press.
- Printed designs across screen transfer to sports apparel (t-shirts, sweatshirts, jerseys, polo's).

Graphic Designer / Photo Editor

SelPros - August 2004 to November 2009, Orland Park, IL

- Created branding for over 300 real estate agents. Re/Max, Coldwell Banker etc...
- Digital manipulation and retouching (including skin, color, layout, sizing).
- Designed business cards, brochures, ads, billboards and web landing pages.

Assistant Advertising Manager

Faber Brothers - November 2002 to August 2004, Chicago, IL

- Assisted Advertising Manager with daily objectives.
- Designed category specific catalogs, brochures, and flyers for sales team.
- Cross referenced new products with obsolete products for catalog organization.
- Designed and created layout for 2,000 page product catalog.
- Edited product images for advertising.

Education

University of St. Francis - August 1997 to May 2001, Joliet, IL

- Bachelor's Degree (Visual Arts / Graphic Design)
- Dean's list
- Senior art thesis exhibit