SHANDRA
McCOLLOUGH

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www.smmdesign.net

PROFESSIONAL EXPERIENCE

**Irvine Company
(Creative Circle)**
Newport Beach, California
2019 - 2020

Production Artist

- Created, published, and distributed a daily news digest on a tight deadline
- Optimized the content for print, email, PDF, and HTML web distributions
- Independently troubleshot technical problems to find quick and effective solutions

Icon Signs
Anaheim, California
2014 - 2018

*Lead Graphic Designer,
Production Manager,
Production Artist*

- Created production ready files for all in house and outsourced jobs
- Operated multiple large format printers and plotters with various types of media
- Assisted sales staff with creating designs and proofs based on customer specifications, often working within established brand guidelines
- Created permit documents for city approval containing sign location, sizes, and mockups while keeping the material readable and following complex and varying city requirements
- Scheduled and tracked jobs of all kind coming through the company to make sure projects were completed in a timely manner while often adjusting on the fly for urgent orders
- Created all outgoing marketing pieces, including redesigning the email marketing format to be more efficient and adaptable
- Ordered and kept track of all in house media and substrate inventory

Freelance Designer
Garden Grove, California
2015 - Present

- Designed marketing and trade show materials for local businesses
- Assisted in product design drawings and created package designs for finished products
- Guided brand creation for a local startup
- Designed products and social media marketing graphics for an online storefront

EDUCATION

California State University Fullerton
Bachelor of Fine Arts: Art, Graphic Design Concentration

Cypress College
Emphasis on Graphic Design and Japanese courses

SKILLS

Illustrator CC	Large Format Printing	Detail Oriented
Photoshop CC	Graphic Plotters	Quick Learner
InDesign CC	Print Production	PC & Mac Proficient
Dreamweaver CC	File Management	Basic Japanese
Microsoft Excel	HTML & CSS	Familiarity with Japanese &
Microsoft Word	UX Design	Korean writing systems