

SHANDRA M^CCOLLOUGH

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www.smmdesign.net

PROFESSIONAL EXPERIENCE

Surf City Graphics

Huntington Beach, California
2022 - 2026

*Production Lead,
Print Technician*

- Sole operator of two large format latex vinyl printers, laminator, and plotter to produce all in-house graphics
- Organized and scheduled production orders across different substrates to maximize material efficiency and keep downtime and material wastage to a minimum while still hitting deadlines
- Worked closely with the graphics and installation departments to come up with solutions for projects with atypical challenges

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 troubleshoot 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

EDUCATION

California State University Fullerton

Bachelor of Fine Arts: Art, Graphic Design Concentration

SKILLS

Illustrator CC
Photoshop CC
InDesign CC
Dreamweaver CC
Microsoft Excel
Microsoft Word
Google Docs and Sheets

Large Format Printing
Graphic Plotters
Print Production
File Management
HTML & CSS
Vanilla Javascript
UX Design

Detail Oriented
Quick Learner
Software Troubleshooting
PC & Mac Proficient
Basic Japanese
Familiarity with Japanese &
Korean writing systems