

ANGEL HENDRIX

803-984-3524 • 2699 Sharon Road • York, SC 29745 • amhendrix74@aol.com

Objective

Highly motivated and ambitious Graphic Arts Specialist seeking a career with a company that offers the opportunity to excel and rewards outstanding performance with increased responsibilities. My strengths are creative layout and design, strong organizational skills and persistence with a strong inner drive to meet deadlines and accomplish goals.

Education

Trident Technical College, Charleston, SC
Associate Degree in Industrial Technology
Major: Commercial Graphics

Employment

April 2009 - November 2010
Tree Frog Graphix, Monroe, NC
Sign and Decal Designer
Experience earned working in many aspects of the vinyl sign industry, from creative design, production and installation. Duties included, filling decal orders from eBay customers, printed vector art to plotter, weeded decals and shipped in same day.

October 2007 - February 2009
Asset Sales, Indian Trail, NC
Marketing Director
Handled and designed all magazine advertisements, directed designers on brochure layouts, generated mass email blast, mailing list, wrote up proposals and contracts.

August 2005 - July 2007
Grier Cellular Solutions, Charlotte, NC
Graphic Designer
Designed and branded company logo, letterhead, business cards, banners, and packaging accessories.

October 2000 - June 2005
Santee Cooper State Public Service Authority, Moncks Corner, SC
Graphic Arts Specialist / Web Designer
Developed creative design and layout for various posters, brochures, newsletters, business cards, flyers, t-shirts, bill stuffers, CD covers, calendars, web sites, etc... Set up all offset prepress preparations for design jobs requiring offset press printing.

June 1998 - September 2000
Holland Industrial Graphics, Charleston, SC
Graphic Designer / Web Designer
Designed all report forms used on job sites, prepared drawings of tanks, blow lines, dryers, digesters and other industrial components.

February 1996 - June 1998
Children's Dentistry, Charleston, SC
Administrative Assistant
Worked with five doctors, answered multi-line telephones, scheduled appointments, checked in and out patients, posted / balanced payments and prepared charts.

Software

Adobe Photoshop CS3, Adobe Illustrator CS3, Adobe InDesign CS3, Adobe Image Ready CS3, Adobe Acrobat, Dreamweaver CS3, Corel Draw 12, Power Point XP, Excel XP, Word XP, Windows XP

Skills

Advertising design, visual concepts, multi-media techniques, computer imagery, electronic publishing, typography, print preparation, print production with emphasis on offset printing, keyboarding, data entry, finishing, collating, multi-tasking, customer service and administrative experience.

**Equipment
Operation**

MBO Folder, Dimension 200 Platesetter, Cannon 500 Color Copier/Printer, Xerox B/W Copier/Printer, 20 Tray Industrial Collating Booklet Maker, Baum Industrial Cutter, Tabbing Machine, Collating Machine, Plotter Printer, Hole Puncher, Shrink Wrapper, etc...

**Portfolio and
References**

Please visit www.angelhendrix.com for digital portfolio. Printed portfolio and references available upon request.