



## Gillian Vitanza

- ✉ gillian.vitanza@gmail.com
- ☎ 732 610 9562
- 🌐 gvitanza-portfolio.com
- 📍 Alexandria, Virginia

Professional Graphic Designer with over 15 years of experience in all aspects of the design process, from concept to completion.

## OCCUPATIONAL HISTORY

### Senior Designer

Minuteman Press of Alexandria • Alexandria, Virginia • 08/2018 - 06/2020

- Collaborated directly with customers to fulfill a wide array of graphic design requests.
- Committed technical expertise to create print-ready PDFs from customer-supplied graphics to meet pre-production requirements.
- Developed detailed cost estimates for projects using proprietary FLEX software.
- Arranged scheduling from design through production to ensure deadlines were met.
- Prepared shipments, invoices, and collected payments from customers.
- Handled shop duties such as greeting customers, answering phone calls, providing exceptional customer service, taking inventory of stock, ordering paper and office supplies, and maintaining an organized and cleanly workspace.

### Freelance Artist

Ogden, Utah • 08/2013 - 06/2015

- Worked from home office, creating both digital graphic design and fine art pieces for a variety of local clients, including previous employers.
- Managed bookkeeping for my licensed home business.

### Senior Designer

Calendar Systems, Inc. • South Ogden, Utah • 11/2013 – 05/2014

- Aided in the setting up of an in-house graphics studio for an expanding company.
- Managed a full time designer and a student intern, distributing job tickets, ensuring deadlines were met, and educating based upon broader professional experience.
- Met with clients and developed creative briefs for projects.

### Senior Designer

Crossroads Printing, LLC • South Ogden, Utah • 05/2010 – 03/2013

- Managed time productively on multiple projects simultaneously and met deadlines.
- Met with clients to discuss their specific needs for each project.
- Developed unique designs to communicate to customers on behalf of our clients.
- Used Adobe Creative Cloud software to craft images, logos, and layouts that were artistically interesting and appealing to clients and consumers.
- Prepared artwork for pre-press, ensuring quality control and troubleshooting technical issues.
- Designed a variety of printed items, including: logos; business cards and stationery; point of sale posters; menus; brochures; pamphlets; direct mail pieces; advertisements.

## Graphic Designer

Kall Kwik • Cambridge, United Kingdom • 11/2006 – 5/2009

Kall Kwik is one of the strongest business to business brands in the UK. In this role, I performed a range of tasks for a family-owned and operated printing company.

- Met with clients to prepare a design brief which would fulfill their goals within budget.
- Designed a variety of printed materials, and provided proofs for client review.
- Prepared artwork files for pre-press, and inspect and approve final output.
- Operate the digital printers, guillotine and binding machines when an extra hand was necessary, as well as collating, stuffing envelopes, and other finishing duties.
- Implemented monthly marketing campaigns with the Sales Manager.

## Graphic Artist

Design 446 • Manasquan, New Jersey • 8/2004 – 5/2006

Design 446 is the award-winning company that handles all aspects of marketing for single-family home developers.

- Interpreted technical and architectural blueprints to create accurate, simplified graphics of floor plans and site plans for print collateral.
- Coordinated with the production manager and graphics team to ensure graphics met the pre-arranged style parameters.
- Satisfy the visual appeal for various builders by designing logos for new communities, and updated the logo of K. Hovnanian Homes, a Fortune 500 company.
- Collaborated with fellow graphic designers, interior decorators and installers to establish award-winning community sales offices throughout NY, NJ, and PA.
- Created print-ready brochures, displays and supporting sales materials to be used at the sales offices.

## Junior Design Intern

NJ Housing & Mortgage Finance Agency • 6/2003 – 9/2003

As an intern, I earned college credits assisting the Senior Designer in conceptualizing the identity for the annual Governor's Conference on Housing and Community Development. Duties included: researching local businesses and seeking sponsors; obtaining quotes from printers and promotional items distributors; contacting eligible participants via e-mail and telephone; collating and packaging conference packets; and general office requirements including filing, copying and faxing.

### EDUCATION

Rowan University  
Glassboro, New Jersey  
**Bachelors of Arts in Art**  
Magna Cum Laude  
Concentration in Graphic Design

### SOFTWARE SKILLS

Both Mac and PC platforms  
Adobe CC:  
Photoshop, Illustrator, InDesign, Acrobat  
Fiery Command Workstation  
Flex (*Minuteman Press Proprietary Software*)  
Microsoft Office & Outlook