

RANDY *drilingas*

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Portfolio available at:

www.Just1L.com

education

Missouri State University

Springfield, MO

BFA in Graphic Design

Graduated May 19, 1995

skills

InDesign

Illustrator

Photoshop

Acrobat Pro

QuarkXPress

Open Office for Mac

Google/G-Suite Software

Word, Powerpoint, Excel

BLOX CMS

HTML

Constant Contact

employment history

Webster-Kirkwood Times, Inc.

Webster-Kirkwood Times | South County Times | West End Word

Family of Three Community Newspapers

St. Louis, MO

October 1999 - Present

Creative Director/Graphic Designer

- Collaborate with a team of sales representatives and their clients to design advertisements for print and online
- Ensure all advertisements, corrections, mock-up ads, website updates, flyers and inserts get completed in a timely manner
- Design and create newspaper layout templates carrying a consistent theme including fonts, borders, rules, etc.... for editorial team
- Create fillable/signable advertisement agreements and documents

IT Manager

- Set-up and maintain ethernet-based and wireless network of 23-25 Mac computers
- On-demand troubleshooting and guidance for employees through various computer-related issues
- Setup and implementation of new software and/or hardware necessary to maintain an uninterrupted office environment
- Setup and maintain company-wide gmail and G-Suite software services
- Oversee multiple internet provider changes

Production Manager

- Ensure all pages maintain proper layout including fonts, borders, rules
- Ensure appropriate color and file formats are used in advertisements, photos, logos, etc...
- Prepare and export all pages of newspaper from InDesign to .pdf
- Upload all files to printing company via FTP/Upload site

Webmaster

- Update websites weekly/daily
- Learn new systems to design and maintain website
- Teach others how to update, use and troubleshoot website
- Follow trends in web design
- Setup and maintain Facebook, Instagram and Twitter pages

ASI Sign Systems

Architectural Signage Company

St. Louis, MO

August 1995 - October 1999

- Creation and preparation of a variety of sales support materials including: presentation programs and graphics, proposals, submittals, electronic photography and pre-sale three-dimensional product samples
- Shop drawings (in-scale layouts)
- Scanning images/logos for cleanup and output
- Vinyl plotting, weeding and application
- Maintain back-up files of drawings and works-in-progress
- Order entry

awards

Multiple Awards with the Missouri Press Association and the Independent Free Papers of America (IFPA) in the following categories:

- Best Full Page Ad
- Best Self Promotion
- Best Website Design
- Best Shared Group Ad
- Best Small Space Ad
- Best Photo Illustration
- Best Front Page Design
- Best Special Section

non-graphic design awards

- Best of Show - 48 Hour Film Project
- Best Original Song Contest - Songstuff.com