

Maria L. Smith

6724 Grant Ave | Pennsauken, NJ 08109

✉ contact@poison-and-antidote.com 📞 (609) 332-0014

Graphic Designer | Digital Printer | DSLR Photographer & Photo Editor | Bindery | Content Creator



Skills

Adobe



Microsoft



ADOBE CREATIVE SUITE

- Illustrator
- InDesign
- Photoshop
- Dreamweaver
- Acrobat

MICROSOFT OFFICE

- Word
- Excel
- Powerpoint
- Movie Maker
- Publisher

COMMUNICATION

CONTENT WRITING

DATA MERGING

- Variable Data

DSLR PHOTOGRAPHY

- & Photo Editing

LOGO CREATION

MULTITASKING

WEB PAGE DESIGN

Experience

INSERTS EAST | CURRENT (OCTOBER 2017-PRESENT)

Graphic Designer, Lead on Grocery Account

Lead designer for two clients. Create weekly grocery ads, signage, and flyers for print and digital needs within tight time constraints for mass production.

MINUTEMAN PRESS OF BERLIN, NJ | (MARCH 2014-OCTOBER 2017)

Graphic Designer, Digital Printer, Consultant, Bindery & Sole Employee

- Maintain communication with clients through multiple channels
- Juggle multiple projects from start to finish while performing secretarial tasks
- Design & produce all promotional materials & campaigns for the business
- Take product photos on-site for clients, to edit & use in digital & printed works
- Utilize & maintain bindery equipment and large laser printers
- Organize & maintain client files, while converting older files to newer formats
- Manage daily business tasks such as payments & equipment maintenance

POISON-AND-ANTIDOTE.NET | CURRENT (OCTOBER 2006-PRESENT)

Freelance Artist & Graphic Designer

- Create logos, websites, & other print ready media for freelance clients
- Design & print NCR forms, booklets, & other multi-page documents
- Communicate with clients in person, through e-mail, & over the phone
- Take & edit product photos & write content as needed

DPI COPIES, PRINTING, GRAPHICS OF CHERRY HILL, NJ | (OCTOBER 2010-JUNE 2011)

Graphic Designer, Digital Printer & Bindery

- Created logos, business cards, & other printed media for clients
- Designed schematics & visuals
- Communicated with clients in person, through e-mail, & over the phone
- Used large format printers, laminators, and perfect bind book machinery

Education

RUTGERS UNIVERSITY, CAMDEN, NEW JERSEY

BA, Graphic Design & Acrylic Painting | With Honors, Cum Laude



DEAN'S LIST RECIPIENT, 2006-2013

ATHENAEUM RECIPIENT, 2010

FINE ARTS SERVICE AWARD RECIPIENT, 2010

Leadership Experience

MINUTEMAN PRESS OF BERLIN, NJ | CURRENT (MARCH 2014-PRESENT)

Sole Employee

- Maintain the daily operations of the business
- Design & produce projects while answering emails, phone calls, and walk-ins
- Problem solve to finish orders in a timely manner

RUTGERS CAMDEN ART STUDENTS LEAGUE, CAMDEN NEW JERSEY

President September 2009-December 2012

- Determined budgeting for each semester
- Chaired fundraisers
- Booked, planned & led out of state bus trips for groups of 50+ college students
- Designed posters, emails, & promotional materials

References Available Upon Request