

Paul Stanton

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SUMMARY

A persistent designer, I put in the work to produce designs that are not simply satisfactory, but elegant. I am self-motivated and a team player with a broad base of skills for print design and production.

WORK EXPERIENCE

Xerox – Chicago, IL

Print Production Associate, September 2024 – Present

- Runs print production for an on-location print shop at Mount Sinai Hospital
- Prepares files for production, ensures brand guidelines are met, and performs all prepress tasks
- Operates 1 and 4 color digital presses as well as finishing equipment to produce manuals, booklets, fliers, and other deliverables
- Manages production workflow on multiple projects to assure all deliverables go out on time
- Designs interior layouts for new manuals in accordance with brand guidelines
- Performs routine maintenance on digital presses

Self-Employed – Mesa, AZ and Chicago, IL

Freelance Designer and Photographer, January 2024 – September 2024

- Designed printed collateral including invitations, business cards, and resumes
- Took photoshoots for clients

Arizona State University – Tempe, AZ

Teaching Assistant, August 2021 – January 2024

- Created presentations outlining concepts for introductory graphic design classes
- Prepared and gave lectures
- Graded assignments for undergraduate coursework

GIT Creative Agency Internship – Mesa, AZ

Designer, January 2023 – May 2023

- Designed the layout of a brand guide for a design educator’s conference
- Wrote copy detailing design processes and branding
- Created presentation decks for progress meetings with clients
- Built a marketing website for a local nonprofit

EDUCATION

Arizona State University

Bachelor of Science in Graphic Information Technology, Graduated December 2023

SKILLS

- | | | | |
|---------------|-----------------------|---------------------------|--------------------|
| • InDesign | • Page Layout Design | • Prepress | • Figma |
| • Illustrator | • Typographic Design | • Digital Press Operation | • Microsoft Office |
| • Photoshop | • Presentation Design | • UX Writing | • HTML & CSS |