

# MELINDA RIVERS

385 RICHARDS RD MOREHEAD, KY 40351 PH:606.356.8491 E: MELINDARIVERS@ICLOUD.COM

## EXPERIENCE

### Freelance

2012-Present

Printed Pixel Designs

Sept 2011 to Present

Henry's Smokehouse Logo and stencil design

Spring 2016

ETA Media Inc. Intern Illustrator for white board projects.

August 2015 to December 2015

Renee Avery Illustration for private Collection

Summer 2015

Buddies Through Bullies Illustration for fund Raiser,

Summer 2015

More freelance job available upon request.

### AMR MANAGEMENT SERVICES

March 1 2017 to Present

Freelance employment to assist while the Senior Graphic designer was out. I cohesively worked with AMR internal client staff to establish brand direction and establish and help maintain graphic standards. I worked with the in house Account Executives, Graphic Designers and team members to design printed materials for AMR clients. I designed conference materials, printed/digital media. I have also worked on White papers, email signatures, posters, postcards, flyer's, forms, designed post cards, post-it notes, lanyards, Vector art, infographics, and photo manipulation. Worked on and assisted with Social Media graphics, redesign vector graphics, and created vector graphics from low resolution images.

### TACTICAL GEAR JUNKIE

May 2016 to Jan 2017

Manage production scheduled, manage design department, monitor quality control. Handle customer calls and maintain customer liaison for customer. Personally work directly with customers designing and digitize art for the customer. Digitized embroidery files, designed Graphic Tee's , create production sheets, work orders and monitored custom production orders

## Work Experience

### GRAPHIC DESIGNER, HOMTEX INC.

2011-2013

Manage design department, overseeing all aspects of production and design. Plan production flow, and monitor quality control. Oversee data entry, create purchase orders and invoicing. Also responsible for monitoring and maintaining material/supply inventory. Prepare and finalize print materials for catalogs, brochures, flyer's, pamphlets, posters, trade-show materials and presentations. Manage and trained design staff, including university interns also trained and supervised office staff and floor personnel. Design graphics, logos, branding, along with preparing art work for production, prepared files for two bit-bitmap images. Managed and designed company websites, worked with HTML, CSS, and Java script,

### GRAPHIC DESIGNER, SIMBA USA LLC.

2007-2011

Responsibilities included: Data entry into accounting system. Production Planning. Provided assistance for customer service/sales inquiries. Performed regular reviews of design preparations for production. Provided maintenance for production templates and supply inventory. Acted as secretary for daily production meetings. Managed and designed company websites, design textiles, name automation system, brochures, flyer's, and photograph clean up and manipulation.

## Education

MA IN GRAPHIC DESIGN, ACADEMY OF ART UNIVERSITY 2013-2018

BACHELOR OF ARTS IN ART, MOREHEAD STATE UNIVERSITY 2003-2007

## Proficiencies

Microsoft office, Adobe Creative Cloud, Separation Studio, Centrics, MAS accounting software, Corel Suite, FileZilla, iShowU Studio, Wilcom, and Quark Express.