Kathleen Charpia

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Authorized to work in the US for any employer

Work Experience

Production Lead

New Media Retailer - Norwich, NY
February 2011 to Present

Manage:
Tasks and deadlines daily.
Social/Email media image search & design pending events, specials, and other.
System vendors (manufacturer and brand) logos and updates.
Corporate catalog product support, import and updates.
Image quality control.
Data entry.

Responsibilities:
Quality web images and sponsored ads.
Social/Email media image/ad development.
Logo development.
Product image research, description, and system input.
New customer web development and support.
Custom page development using HTML, CSS, and Twig on a Bootstrap template platform.

Support:
Training; New hires.
In-house; Attend to Sales Specialists needs concerning design elements (including layout, best practices, problems or issues, ADA elements for responsive/mobile web applications).
Company-wide; Software and hardware minimal issues, comprehensive and up-to-date catalogs of products, homepage sliders and social media images.
Programmers; Adhere to and document newly implemented template changes as needed or asked. Program de-bugging as necessary. Report documented problems and apply solutions as requested.

Graphic Designer/Production Artist

Oneida Indian Nation/Turning Stone Casino - Vernon, NY
November 1999 to June 2003

Responsibilities:
Design logos, advertising and marketing materials including but not limited to: billboards, POP, back-lit in-house and airport advertising banners, 3-D table-toppers, Casino invites, national trade magazines, menu designs, hotel and golf course announcements, and much more.
Design, execute, and install in-house printed pieces.

Communicate and co-ordinate with outside vendor executed pieces (such as signage and neons) with properly formatted design formats and files in a timely fashion.

Education

Electronic Marketing & Publishing
Morrisville State College - Morrisville, NY
2006 to 2009

Associate in Advertising Design
Cazenovia College
1990 to 1992

Skills

- Project Management (10+ years)
- Organizational Skills (10+ years)
- MacIntosh/PC (10+ years)
- Adobe products; Creative Suites+ (10+ years)
- People Person (10+ years)
- Willing and capable of learning (10+ years)
- Production Support (9 years)

Additional Information

If you would like to see a print portfolio I am always available to meet with you. I can also direct you (via links) to live websites to which I have supplied image/social media/custom page development and support. At this time I do not have a fully developed, functional, web portfolio to provide to you. I am an experienced, articulate, flexible, artistic person with an unobtrusive sense of humor!