

AMY PRYOR

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SUMMARY

- Proven competencies in management, teaching, equipment maintenance and software knowledge
- Efficient, team player who thrives on organization and multi-tasking to effectively make deadlines
- 14 years experience with Macintosh platform, fluent in OS X; 2 years Windows XP experience
- Software Knowledge: Adobe CS2 (InDesign, Photoshop, Illustrator), QuarkXPress 5, Acrobat 8, Microsoft Office (Word, Excel, Outlook, Entourage), QuickBooks

EXPERIENCE

Traffic Manager 03/07 to Present

Francis & Wool Studios, Ltd. – Woodbury, MN

- Assisted in the organization and implementation of a new client filing system
- Duties: Light graphic design and copy-editing, workflow streamlining, client correspondence, administrative tasks, in-bound/out-bound mailings, accounts payable/receivable, preparing deposits

Office Manager 08/06 to 02/07

Never Enough Thyme Catering – St. Paul, MN

- Developed a user-friendly filing system on Windows XP and designed electronic forms as a means of tracking all scheduled client events and containing information in one area
- Created an archival system for office employees to efficiently reference past client events
- Duties: Phone consultations, event scheduling, sending menus, contracts and customer correspondence, accounts payable/receivable, issuing checks and calculating monthly sales tax

Graphic Designer 07/05 to 02/06

ECM Publishing – Burnsville, MN

- Assisted in the direction of client meetings and presentation of new ideas
- Resolved department issues with photo clarity and outlining
- Recognized by clients for eye-catching ad design
- Duties: Designed ads for chamber members for use on maps and membership directories. Redesigned newly-acquired Residence Guide from concept-to-print, photography, photo enhancement, writing and editing copy

Chef 01/05 to 05/05

Stepping Stone Child Development Center – Hastings, MN

- Assisted with start up of family business and promoted daycare to area businesses
- Developed a nutrition program for students that included a healthy eating plan; all food was made from scratch was free of additives, preservatives and MSG
- Duties: Cooking for 40, food purchasing, food safety, public relations, advertising

Lead Sales 04/04 to 01/05

Williams Sonoma – Edina, MN & Minneapolis, MN

- Third in command under General Manager; managed a sales team of 5 to 24 people
- Earned bonuses for highest product sales
- Duties: Customer service, equipment demonstration, accepting freight, stocking and replenishing sales floor, new staff training, creating daily agendas, calculating payroll and sales ledgers, balancing register, business banking

Senior Designer 05/99 to 07/03

Gopher Sport – Edina, MN

- Second under Creative Director; managed a team of 3 to 7 designers on children's product catalog
- Developed and implemented training manuals and guidelines for employees and freelance staff
- Recognized and awarded for outstanding performance, team leadership, productivity and service
- Duties: Extensive training in photo color correction, hired talent and directed photo shoots, approved match prints, directed press runs, designed promotional ads, flyers, box stuffers, brochures, and tradeshow booths

Lead Catalog Coordinator 01/97 to 05/99

Northern Tool Headquarters – Burnsville, MN

- Lead coordinator on the Business-to-Business catalog; managed a team of 4 to 8 designers
- Duties: Designed brochures, flyers, magazine ads; directed photo shoots and press runs

EDUCATION & TRAINING

Bachelor of Fine Arts – Advertising Design

University of Minnesota Duluth – Duluth, MN

- Mac Design Conference – 2003
- Microsoft Excel and Adobe Photoshop Seminars – 2001
- Brainco's Art Direction Workshop – 2000
- Catalog Tech Conference – 2000

MEMBERSHIPS & VOLUNTEER WORK

National Association of Photoshop Professionals (NAPP)

Trade association serving as a resource for Adobe Photoshop education, training and news

Women Who Really Cook (WWRC)

Networking organization for women involved with or interested in the food industry

REFERENCES

Available upon request.