

# Penny Stamp

graphic design • instruction • project management

## profile

Penny brings creative and evolved ideas to design. Focused on finding the right solution for the client, Penny's years of experience in agency-quality design work spills out many traditional and not-so-traditional projects. Her background in prepress and printing technology backs up her designs with superior knowledge of achieving quality, professional looking pieces at the best price. Clients consistently comment that the projects exceed their expectations and are often amazed at Penny's ability to put their thoughts into cohesive and functional designs.

## knowledge base

### Adobe Cloud and Plug-ins

Photoshop  
Lightroom  
Illustrator  
InDesign  
InCopy  
Premier Pro  
After Effects  
Animate  
Audition  
Acrobat  
InBooklet (ALAP)  
InMath (i.t.i.p)  
Q2ID (Markzware)

### Microsoft Office

Word  
Excel  
Powerpoint

Misc. Accounting Software

Misc. Order Entry Software

Prepress Software

Digital Press Operation (eg. Xerox)

Mac and PC platforms

HTML5, CSS, Bootstrap

Wordpress

## additional notes

American Citizen

## work experience

**Freelance Design and Project Management** 05/2017 to present  
Orlando, FL

- Various on-site and remote projects

**Director of Design and Digital** 03/2019 to 09/2020  
CSA Education LLC, Chicago, IL (remote)

- Art director and content expert for all design projects
- Managed art and photo projects, including art buying and licensing
- Project management and schedule development for large projects
- Managed staff and contract designers
- UI/UX design, print & web prototype design, page production, video production
- Instructional design

**Designer** 06/2015 to 05/2017  
Ripley Entertainment, Inc., Orlando, FL

- Design and art direction for Ripley's Believe It or Not!® series of books
- Creation of marketing materials, sell sheets, press releases, trade show booths
- Project management (schedules, workflows, trackers)
- Contracting vendors, and maintaining freelance and vendor relationships

**Operations Graphic Designer** 07/2013 to 06/2015  
SoftRock, Orlando, FL

- Design of all in-house and external branding for 400+ employee company
- UI/UX, web, mobile, CRM front-end designer
- Event planning, photo-studio management, photography, asset management

**Senior Graphic Designer/Production Specialist** 11/2007 to 07/2013  
element llc., Orlando, FL

- Prototype development, instructional design, design and layout, composition, art and photo research, photo styling, and illustration for grade K-12 textbooks

**Adjunct Professor** 7/2003 to 12/2007  
International Academy of Design and Technology (IADT), Orlando, FL

- Teaching Computer Graphics Department classes: Print Production Techniques, Prepress, Package Design, Drawing, Intro to Computers, and Research Strategies

**Art Director** 9/2003 to 6/2006  
tCreative, Inc., Orlando, FL

- Customer service, contract negotiation and sales presentations resulting in positive deals and repeat business and a high number of referrals
- Played a large part in growing the company and meeting sales goal of \$1 million
- Initiated and designed a popular direct mail, self marketing campaign
- Print, web and multimedia design, corporate identities, promotional products, RFP submittals, annual reports, digital prepress and digital press operation
- Management of design and production team
- Production and scheduling coordination for in-house printing and outside vendors
- Production and bindery work, poster printing, laminating and mounting

**Electronic Prepress Manager** 6/2002 to 10/2002  
Presstime Printing/Boomerang Graphics, Orlando, FL

- Preparation and creation of files for print and e-purposing
- Mac and Windows OS, including customer tech. support with related software
- High-end prepress equipment and software, manual trapping, troubleshooting, paste-up, graphic design, typesetting, preparing color proofs
- Customer service, sales, management of prepress department

**Marketing Representative** 12/2000 to 6/2002  
AccessUSA operated by Value Added Vacations, Inc., Orlando, FL

- Responsible for all corporate imaging: print, multimedia and web site design
- Print buyer, budgeting, creative direction
- Marketing of main multi-million dollar e-travel corporation, excursions department and eight resort companies

## education

**York University**, North York, Ontario  
Honors Bachelor of Fine Arts (BFA Visual Art) — specialized degree in graphic design

**Seneca College North York**, Ontario  
Design Arts Program