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*more than just a*  
**graphic designer**

*positions of note*

**Freelance**

**graphic designer - July 2000 to present**

Large format print, book covers, logos, 3-D modeling, digital assets, and more.

**Ad-Wear & Specialty of Texas**

**office manager/graphic designer - November 2019 to present**

Main function as the hub for all day to day operations and information for the president and CEO, valued customers, vendors and staff.

Additional duties include estimating print jobs, ordering stock, freight quotes, UPS shipping, phone calls, inventory, returns, fixing errors in shipments, customer service, embroidery manager, data entry, and expert puzzle & problem solver.

Secondary task is graphic designer. Supporting the design department when they are absent or overwhelmed. Responsibilities include but not limited to - creating artwork, making proofs, customer service, printing film separations.

**DYI Clothing**

**lead graphic designer - August 2019 to September 2019**

Administered e-commerce website, blog, social media and email blast adhering to brand guidelines. Working with sales staff to bring timely marketing campaigns to fruition.

Worked with print manager on digital screen separation processes, proper file set up for dye-sublimation prints & patterns in accordance with G7 best practices.

Updated inventory systems for semi-annual sale, which exceeded sales expectations that year.

Directed, trained and monitored junior design staff in their daily assigned tasks.

**SemaSys**

**creative designer - July 2016 to August 2019**

Refined print production and pre-press for digital and screen printing, renewing the company's commitment to print excellence.

Generated templates for the design department to increase productivity and continuity of artwork produced.

Tasked with update of company brand, logo, website, digital and printed marketing materials. Website updates and overall maintenance, and blog writing.

Created powerpoint presentations for sales department for use in meetings or easily dispatched to customers through email.

Updated customer artwork guide to G7 standards.

Collaborated with digital and screen print managers to identify and correct problems with customer supplied or staff artwork.

Customer liaison fielding artwork questions and issues regarding screen print QC issues. Credited with retaining 3 major accounts who had QC issues and were considering other vendors.

Engineered custom in-store displays utilizing 3-D modeling software, providing a more up-to-date look for customer presentation and sales team.

*astounding skills*

**Design Programs**

ADOBE Creative Suite for Mac and Windows, strengths include Illustrator, Photoshop & Acrobat Pro. Moderate skills include In-Design, After Effects, Premiere Pro, Character Animator & Dreamweaver.

Blender 4.0 3-D modeling software - photorealism, 3-D models, and animation

**Office & Efficiency Programs**

Quickbooks, MS Office 365, iWork for Mac, Wordpress, Shopify, WIX, Trello, Social Media - Always willing and eager to learn new programs and skills.

*gracious endorsements*

**Mike Ruff** - G7 Master Trainer / mruuff@mikeruffconsulting.com / 816.304.9595

**Nancy Bass** - Dynamic Displays / nancy@dynamicdisplays.com / 816.478.4395

**Anthony Gorrity** - AnthonyGorrity.com / anthonygorrity@gmail.com / 713.992.8398

**Carolyn Milnikoff** - Client / cmilnikoff@gmail.com / 785.893.4981

\*attached items: Recommendation from Mike Ruff & employee review from SemaSys

**Virginia "Gini" Caradori**

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