

Bō·ha·boy

Kelley K. Bohaboj

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Objective

To be a graphic designer, team player and to spread cheer throughout the workplace with my infectious laugh.

Education

The Creative Center; Omaha, Nebraska — May 2008
Bachelor of Fine Arts — Class Valedictorian

The Creative Center; Omaha, Nebraska — May 2005
Associate Degree in Occupational Studies in Design, Illustration, and Computer Graphics

Experience

Oriental Trading Company Omaha, Nebraska

Catalog Production Designer — October 2008 to December 2008

- Layout and populated catalog pages
- Proofread and fine tune pages for press

Nebraska Furniture Mart Omaha, Nebraska

Creative Design Specialist — November 2007 to October 2008

- Designed circulars, direct mail letters, in-store signs, sale tags, magazine ads, event icons and posters — meet or exceed all deadlines
- Distributed all print ads for proofing to Buyers, Merchandisers and Marketing
- Prepared files for printing
- Color corrected images for circulars and create clipping paths
- Proofread ROP and flyers before print
- Designed retraction signs
- Checked art files for printing purposes with the use of Photoshop
- Built and create layouts for upcoming ads
- Assisted others by making copies, printing photos and hanging up proofs
- Rarely called in sick and always on time
- Managed time between being a full-time student and earning great grades while working 25 hours per week
- Quizzed coworkers on FRIENDS trivia

Production Assistant — July 2006 to November 2007

- Proofed ads through all stages (pre-proof to printer proof)
- Communicated changes with buyers, support staff, printers, outside designers, and fellow coworkers
- Verified logos in Illustrator to save as vector files
- Archived past newspaper ads, circulars and other printed ad materials
- Managed own time to meet weekly deadlines and to maintain a 40-hour week

Cashier — October 2005 to July 2006

- Assisted customers with questions
- Managed money to balance register
- Created and assisted customers with account information
- Trained new hires
- Volunteered for See's Candy sales during Berkshire Hathaway Shareholder Meeting

Specialty Finishing Omaha, Nebraska

Design Intern — May 2005 to September 2005

- Designed folder covers for schools
- Typed and laid out copy for inside of folders
- Maintained and filed jobs
- Managed time to meet deadlines

Programs

Mac OS X, Quark XPress, Photoshop, ImageReady, InDesign, Illustrator, Acrobat, Freehand, Dreamweaver, Flash, FileMaker Pro, PowerPoint, Word, PageMaker, iMovie, iDVD and some PC knowledge.

“Hard to pronounce, but hard to forget.”