

# ANDREW DRACE

1720 East 1<sup>st</sup> Street Apt #9 Long Beach, California 90802 562 436-7693 310 528-7446 cell andrew@pod4productions.com

## OBJECTIVE

I am a detailed oriented production artist with a good design sense. I have experience with commercial print production from design firms and also in an advertising agency setting. I have very strong mechanical, retouching and color correction skills for a wide spectrum of projects. I am also good with file management, job and project organization.

## WORK HISTORY

### January 2003-Present

Pod 4 Productions, Long Beach CA – PRODUCTION ARTIST/GRAPHIC DESIGNER

Not for profit business helping coworkers, friends, and family with graphic design needs including greeting cards, posters, flyers, invitations, business cards, party games, corporate team building exercises.

### June 2007-September 2009

InterTek Inc., Santa Monica CA – FREELANCE PRODUCTION ARTIST

Creation and amending of mechanicals for packaging styleguides, design kits and point-of-purchase materials for the foreign market. This includes compilation, retouching, designing, localization and distribution of all aspects of DVD marketing campaign. Projects worked on include DVD wraps, O-Sleeves, Disc Art, Publication and Web Ads, Outdoor Advertisements, POP displays, and more. Clients include: Disney, ABC Television, Universal, Warner Brothers, Paramount and EA.

### February 2007-June 2007

Property I.D., Los Angeles CA - PRODUCTION ARTIST

Create, maintain and distribute marketing materials for both Northern and Southern California offices. Create and distribute mechanicals to regional offices for localization. Created and maintained interactive database for birthday message for clients.

### January 2001-January 2007

Murphy Financial Services, Cypress CA – PRODUCTION ARTIST

Document Creation including fill-able forms in both Microsoft Word and Adobe Acrobat, business cards, custom notepads, custom notebooks for annual reports and meetings, greeting cards and invitations, posters.

### November 2000-January 2007

Murphy, Murphy & Murphy CPAs Inc. - GRAPHIC DESIGNER/PRODUCTION ARTIST

## PRINT

Business Cards  
Stationary/Forms  
Promotional Flyers  
Print Advertisements  
Newsletters  
Brochures  
Annual Reports  
Customer Folders

## MULTIMEDIA/WEB

Company Web site  
Flash Web sites  
Product Presentation  
PowerPoint Presentations  
Web Advertisements

## MARKETING & PROMOTIONAL

Posters  
Catalogs  
T-shirts  
Trade Show Displays  
DVD/CD Packaging  
Promotional Items  
Water Bottles  
Gift Certificates

### February 1999-October 2000

Kinko's, Long Beach CA - ASSISTANT MANAGER, TECHNOLOGY/PRODUCTION ARTIST

Team Leader of the document creation department of Kinko's retail shop. Supervising staff of 3 or more in client document creation including forms, flyers, business cards, posters, calendars, advertisements, and web sites.

**SKILLS**

ADOBE CREATIVE SUITE (TO CS4)	MICROSOFT OFFICE (XP-2007)	PROGRAMMING	OTHER
PHOTOSHOP	ACCESS	VISUAL BASIC	PROGRAMS
ILLUSTRATOR	EXCEL	DELPHI	QUARKEXPRESS
INDESIGN	INFOPATH	C++	PAGEMAKER
ACROBAT	OUTLOOK		FREEHAND
FLASH	POWERPOINT		
DREAMWEAVER	PUBLISHER		
	VISIO		
	WORD		

**EDUCATION**

September 1990 - June 1994, Cal State Fullerton, Fullerton CA, Graphic Design/Marketing  
Fullerton College, Fullerton CA, Journalism, Broadcasting

September 1986 - June 1990 Buena Park High School, Buena Park CA, College Prep, Newspaper Editor