

Adam Joseph

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Work Experience

Design & Production Manager

ACTION SIGNS - Fort Collins, CO

May 2021 to July 2022

- Coordinate / Manage Design and Production Processes with Account Managers to Ensure Accuracy of Projects and Meet All Deadlines
- Manage Cost of Goods and Employee Scheduling to maintain expenses of the two departments
- Manage weekly production projections and monthly production goals.
- Manage a \$100k monthly production workflow
- Assign Projects Throughout The Departments To Ensure Design And Production Aligns With Project Timelines
- Use of Cyrious Control for a Kanban-Style workflow by moving projects through their appropriate stations
- Multi-vendor ordering via their website or local sales representative
- Interviewing, hiring, and Training new employees
- Proofing and Revisions of All Artwork
- Adobe Creative Cloud: InDesign, Illustrator, and Photoshop
- Artwork Vectorizing, Typesetting, Layout, and Color Coordination
- Branding Management: Pantone Colors, Fonts, and Layout
- Manage and Troubleshoot Multi-phase Production Workflows:
- Printing: Latex and Solvent Roll-to-Roll Printing, Flatbed Printing, and Lamination
- Fabrication: Laser, CNC Router, Metal, ADA Specifications, Metal, Acrylic, Wood, Painting, and Finishing
- Use Of Graphtec To Plot Vinyl and Draw Templates on Paper
- Weeding, Masking, and Application to Various Substrates
- Production Streamlining and Engineering
- Sign Production, Installation, Site Survey, and Moderate Construction Skills

Design & Production Consultant

VELEMENT WORLDWIDE - Hicksville, NY

September 2019 to May 2021

- Coordinate / Manage Design and Production Processes with Account Managers to Ensure Accuracy of Projects and Meet All Deadlines
- Proofing and Revisions of All Artwork
- Adobe Creative Cloud: InDesign, Illustrator, and Photoshop
- Artwork Vectorizing, Typesetting, Layout, And Color Coordination
- Branding Management: Pantone Colors, Fonts, and Layout
- Manage and Troubleshoot Multi-phase Production Workflows:
- Printing: Latex and Solvent Roll-to-Roll Printing, Flatbed Printing, and Lamination
- Fabrication: Laser, CNC Router, Metal, ADA Specifications, Metal, Acrylic, Wood, Painting, and Finishing

- Use Of Graphtec To Plot Vinyl and Draw Templates on Paper
- Weeding, Masking, and Application to Various Substrates
- Production Streamlining and Engineering
- Sign Production and Moderate Construction Skills

Assistant Production Manager

WL CONCEPTS & PRODUCTION - Freeport, NY

May 2018 to September 2019

- Coordinate/Manage Design And Production Processes With Account Managers To Ensure Accuracy Of Projects And Meet All Deadlines
- Proofing and Revisions of All Artwork
- Adobe Creative Cloud: InDesign, Illustrator, and Photoshop
- Artwork Vectorizing, Egress Map Artwork Creation, Typesetting, Layout, And Color Coordination
- Branding Management: Pantone Colors, Fonts, and Layout
- Manage and Troubleshoot Multi-phase Production Workflows:
- Printing: Latex and Solvent Roll-to-Roll Printing, Flatbed Printing, and Lamination
- Fabrication: Laser, CNC Router, Metal, ADA Specifications, Metal, Acrylic, Wood, Painting, and Finishing
- Use Of Graphtec To Plot Vinyl and Draw Templates on Paper
- Weeding, Masking, and Application to Various Substrates
- Assign Projects Throughout The Departments To Ensure Design And Production Aligns With Project Timelines
- Manage Production Workflow With Machining And Printing Personnel
- Production Streamlining And Engineering
- Adobe Creative Cloud: Indesign, Illustrator, And Photoshop
- Sign Production, Installation, Site Survey, and Moderate Construction Skills

Design Manager

SIGNARAMA - Bellmore, NY

February 2017 to April 2018

- Managed Orders With Customers • Process And Finalize All Orders Using Signvox
- Manage Design Process With Account Manager • Manage Production Workflow With Workshop Personnel
- Use Of Adobe Creative Cloud: Indesign, Illustrator, And Photoshop • Vectorizing Artwork and Typesetting
- Branding Management: Pantone Colors, Fonts, and Layout
- Layout And Color Coordination • Vinyl Weeding, Masking, And Application To Various Substrates
- Flexi8 For Designing And Revision Artwork
- Flexi8 For Sending Art Files To Graphtec To Cut Vinyl
- Sign Production, Installation, Site Survey, And Moderate Construction Skills

Production Design Coordinator

SUNDIAL BRANDS - Farmingdale, NY

January 2015 to December 2017

- Social Media Graphic Design, Label & Package Design and Concepting
- Manage/Create Product Photography And Asset Library, Photography Retouching And Silhouetting
- Branding Management: Pantone Colors, Fonts, and Layout
- Manage Relationships And Projects With Outside Vendors
- Use Of Adobe Creative Cloud: Indesign, Illustrator And Photoshop, Artwork Preparation

For Prepress of Digital And Offset Printing

Label Designer

CLINTRAK CLINICAL LABELING SERVICE - Bohemia, NY
January 2009 to December 2014

- cGMP trained and SOP trained, FDA Compliant Workflow
- Proofing new labels, Revising existing labels, Typesetting
- Quality control and approvals

Education

Bachelor of Business Technology in Visual Communications

Farmingdale State College - Farmingdale, NY
August 2009 to May 2013

Associates of Applied Science in Liberal Arts & Science

Farmingdale State College - Farmingdale, NY
August 2007 to May 2009

Skills

- Adobe Creative Suite
- Adobe InDesign
- Prepress
- Adobe Illustrator
- Kanban
- Adobe Photoshop
- Production Management
- CGMP
- Graphic Design
- Typography
- Layout Design
- Flatbed
- Production management
- Materials management
- Production planning
- CNC
- Lean Manufacturing
- Cost control
- Training & development
- Manufacturing
- Supervising experience

