

# Stephanie R. Bernal

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303-523-3500

## Work Summary

### **Kens Reproductions**

*Large Format machine Operator (12/12 to Present)*

- Large Format printing
- Follow work order instruction
- Jogging, Bind & Staple of Architectural plans
- Customer Service
- Bindery
- Store Clerk
- Billing
- Scan hard copy to PDF/ Email uploads

### **Medtronic**

*Manufacturing Assembler (9 / 12 to 12 / 12)*

- Follow detailed assembly instructions, processes and procedures.
- Comply with policies, guidelines and regulatory requirements per Medtronic Quality System.
- Completes all administrative functions relating to business or regulatory requirements.
- Reported problems to supervisor in a detailed and timely manner.
- Provide hands on job function training to coworkers as needed.
- Maintain a clean and organized work area to facilitate manufacturing functions.

### **Graphic Designer and Print Specialist**

*Independent Contractor (5/10 – Present)*

- Graphic Design
- Brochures
- Invites
- Funeral Announcements
- Customer Service
- Adobe Suite CS5
- Microsoft Office Suite
- Strong writing, documentation, and speaking skills
- digital cutting, and digital press
- Face to Face Client preparation
- Logo design
- Business cards
- Menus and Resumes
- Bindery Machinery

### **CaridianBCT (3 / 05 to 5 / 10)**

*Graphic Designer, Printer & Bindery Tech*

- Processed orders from clients
- Worked directly with marketing
- Customer Service
- All Bindery Equipment
- Face to Face Client Preparation
- Adobe Suite CS5, Make ready MS Office, CREO & Printers
- Trouble shooting
- Printed & assembled work orders

*Assembly Production Tech (6 / 03 to 3 / 05)*

**Clean Room** - Spectra & Trima Product Lines (Blood Donating Disposal's)

Clean room manufacturing assembly of disposable kits used to separate components of blood.

- Assemble Kits
- Sub assemblies
- Install & Follow drawing diagrams to finish product
- Inspect / Glue / Bond & Mount
- Packing / Shipping & receiving
- MOP & SOP trained
- Routine safety quality procedures/ Buddy checks
- Knowledge of lean manufacturing concepts

### **Responsibilities**

- Develop creative designs including layout, color selection and / or illustrations for marketing collateral and other design projects.
- Refine conceptual designs and ideas into computer images using specific, specialized software packages and products such as adobe suite.
- Produce high-profile corporate communications, print advertisements, and point of sale, coupons, and trade show graphics.
- Participate in the development of all printed and electronic/web-based materials such as calendars, brochures, magazines, newsletters, catalogs, books, charts, news and promotional materials and event-related materials.
- Accountable for Loading / unloading paper, customer service, stocking paper, supply inventory, printer maintenance, NCR printing, and troubleshooting color errors.
- Operate, cleaning repairing and maintaining various bindery machinery's.
- Achieve strong attention to detailing, quality and accuracy.
- Perform physically enduring tasks of lifting, shifting and transporting goods.
- Complete work under tight deadlines.
- Over 8 years in field experience.

### **Education**

Associates Degree in Information Technology / Applied Science (Multimedia)  
Graduated June 2004  
Perfect Attendance & Highest Honors  
ITT Technical Institute, Thornton, CO

Diploma  
Graduated May 1996  
Horizon High School, Thornton, CO  
Notable: Lettered in Graphic design 1996

### **References**

Teresa Villalobos  
Investigator  
State of Colorado of Public Defense  
303-726-5365

Erin Littleton  
Printer  
CaridianBCT  
303-205-2863

Willie Jackson  
Senior copy officer  
KPMG  
281-780-9437