

# Brandon Shultz

## **Graphic Designer, Project Manager, Sign/Graphic Production & Installation Specialist, Team Leader**

Fort Collins, CO 80525  
[bshultz30@gmail.com](mailto:bshultz30@gmail.com)  
9705812359

10+ years of experience in sign production/ installation, printing, prepress, graphic design and project management. 20+ years of experience in management, leadership, and customer service. Dedicated, goal-driven, creative professional with an aptitude for problem solving, attention to detail, and the motivation to get things done.

Authorized to work in the US for any employer

## Work Experience

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### **Production & Installation Specialist**

Image 360 - Fort Collins, CO  
January 2021 to December 2021

- Production & Installation of various signs & graphics including: (banners, decals, vehicle graphics, wall wraps, dimensional letters, acrylic, real estate, back lit, etc).
- Operation of Zund and CNC router to cut: (sign foam, MDO, acrylic, pvc, and aluminum).
- Lead vehicle wrap, wall wrap, and graphics installer.

### **Production & Install Manager**

Concept Signs & Graphics - Fort Collins, CO  
May 2019 to January 2021

- Prepress and graphic design.
- Operation and maintenance of 2 large format, Mimaki printers.
- Production and installation of various graphics and signage.
- Coordination, training, and management of production & installation processes.
- Vehicle wrap and wall wrap installer.

### **Production Manager**

Action Signs - Fort Collins, CO  
February 2017 to May 2019

- Managed a team of production specialists including: (hiring, training, assigning tasks, managing workflow, and hosting daily team meetings to ensure quality control and meeting of deadlines).
- Documented and created training manuals for standard operating procedures (sign production processes, machine operation, etc.).
- Operated and maintained 2 large format Oki printers (focused on produce high quality prints using Adobe and Onyx software).
- Operated various sign shop equipment (laminator, banner welder, plotter).
- Operated, maintained, and trained others on a 5'x10' Multicam CNC router (This included routing/ engraving of: wood, sign foam, aluminum, pvc, acrylic, and dimensional letters).
- Production and installation of various graphics and signage.

- Vehicle wrap installation (focusing on 3m techniques and processes).
- In 2018 led the team to a 22% sales increase for the department.
- Attended the 2018 ISA Sign Expo in Las Vegas.
- Attended a Color Management class for Onyx in Denver.

### **Production Manager**

Signarama - Fort Collins, CO

November 2013 to February 2017

- Coordinated and scheduled production and installation.
- Produced various types of graphics & signage.
- Operated and maintained an HP FB500 large format flatbed printer.
- Worked with customers to establish signage needs.
- Quoted and sold various types of signage.
- Project management.

### **Sign Production**

Apex Signs & Graphics - Athens, GA

November 2011 to September 2012

- Produced & Installed various types of graphics and signage including: (decals, banners, real estate, parking signs, wall graphics, painting sand blasted signs)

### **Inventory Manager**

Borders Book Store - Athens, GA

July 2003 to April 2009

- Managed a team of booksellers by: (training, coaching, assigning tasks, managing workflow, and holding daily meetings).
- Counted and prepared cash deposits and cash registers for daily store opening.
- Inventory management and ordering of product for book department.
- Shipping & receiving.
- Assisting customers.
- Customer problem resolution.

## Education

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### **College in Associates in Graphic Design**

Front Range Community College - Fort Collins, CO

August 2018 to Present

### **Drawing and Painting**

University of Georgia - Athens, GA

January 1999 to December 2002

## Skills

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- Adobe Illustrator, Photoshop, Indesign, Onyx, Enroute (6 years)
- CNC
- Graphic Design

- Prepress
- Printers
- Adobe InDesign
- Adobe Creative Suite
- Typography
- Layout Design
- Production Management

## Assessments

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### **Merchandise & Supply Storage — Expert**

March 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Expert](#)

### **Scheduling — Highly Proficient**

March 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

### **Project Management Skills: Time Management — Highly Proficient**

March 2019

Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables.

Full results: [Highly Proficient](#)

### **Basic Computer Skills: PC — Highly Proficient**

March 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [Highly Proficient](#)

### **Critical Thinking — Expert**

March 2019

Measures a candidate's ability to use logical approaches when solving problems.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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I am a creative minded, self motivated, hard working individual who is easy to get along with. I have a positive attitude and am driven to succeed in whatever I do. I enjoy working with others, but am also

self driven and don't mind working alone. I like to teach and share knowledge and enjoy being creative with others. I am very physically active and enjoy weight lifting, hiking, biking, climbing, and martial arts.