

Katie Jones

Phone: (804) 564-6320
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Work Experience

Believe Productions

Print Operator/Consultant

July 2011 – November 2011 (Consultant for the setup of a new printing department for company)

- Installed new equipment and taught employees how to use two different models of DTG printers, large format printer and vinyl plotter, laser engraver, and pad printer, as well as how to do maintenance and troubleshoot the equipment.

Denver, CO

Whole Foods Market

Customer Service, Backup IT/SSI

July 2010 – March 2011 (Part time job only)

- Implemented excellent customer service, while providing quick and efficient IT support for the entire store.
- Responsible for signage, tags, and price changes.

Denver, CO

National Marking Products

Production Technician, Administrative Assistant to the owner

January 2008 – July 2010 (Relocated to Denver) March 2011 – June 2011 (Contract work)

- Worked with various mediums; screen printing, metal photo, rubber stamps, laser engraving, and vinyl signs.
- Ran vinyl plotters, weeding, and installing vinyl graphics, as well as masking, laminating, and fixing artwork for the highest quality product.
- Formatted artwork sent by customers for printing, and created artwork from scratch.
- Utilized self-management and time management to start and finish tasks because of the need to work on multiple projects at one time.
- Making work schedules for time crucial projects and leading and delegating part time help.
- Responsible for producing over \$17,000/month worth of jobs for the company.

Richmond, VA

RVA Studios

Audio Engineer, Studio Manager

January 2008 – July 2010 (Relocated to Denver)

- Designed and installed the studio setup that is currently in use.
- Responsible for booking bands and studio time, recording, editing, mixing, and mastering music.
- Assembled artwork and manufactured promotional materials such as fliers, posters, banners, vinyl stickers, buttons, as well as CD's and vinyl records for commercial release.
- Kept the studio in a presentable and marketable place for bands and commercial businesses to record at, in order to become a reliable studio and repeat client.

Richmond, VA

Dobil Laboratories at the Richmond Downtown Marriott

Audio/Visual Technician, Sales

August 2009 – April 2010 (Audio/Visual company's contract was completed with the hotel)

- Designed, installed, and oversaw audio/visual operations for over 30,000 square feet of classrooms and ballrooms throughout the hotel property. Required excellent attention to detail.
- Insured audio/visual equipment in classrooms and ballrooms were correctly installed and configured to meet the needs of the end user.
- Customer service and guaranteeing all events to run smoothly. Also needed for this position was the need to quickly adapt and make good decisions when adverse conditions or customer requests arose in live production environments.
- Selling the needed equipment to customers and recommending products that would make their events more successful.
- Worked with American Idol winner Fantasia Barrino, as well as the Virginia State Republican victory party for Governor Bob McDonnell for a nationally televised event with over 3,000 in attendance.

Richmond, VA

Invisible Children, LLC - Non Profit organization

Shipping and Fulfillment, Event Planning, and Administrative

January 2007 – June 2007 (Six month contract only)

- Responsible for processing Internet orders, making shipping labels, packing and sending merchandise or promotional materials, as well as packing 10 tour vans with merchandise and keeping them in stock.
- Took inventory of in house merchandise, office supplies, online store, and inventory of the teams on tour all over the country.
- Coordinated supplies needed for a national event with over 80,000 people in attendance and various fund raising programs. Also set up booths at local concerts and events to raise awareness and sell merchandise.
- Dealt directly with vendors and customers on a daily basis, responsible for customer service emails and calls, and coordinating the charity's volunteers and prioritizing their tasks.

San Diego, CA

Education

2004 – 2006

Amarillo College

Amarillo, TX

Associates of Applied Science Degree in Business Management

2003 – 2004

South Plains College

Levelland, TX

Two semesters of study in the Sound Technology/Audio Engineering field

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Other Printing Experience

A Small Print Shop in Denver, CO. Helping with screen printing since 2010.
Machine Gun Graphics in Winston Salem, NC. Helped with screen printing from 2005 – 2007.
The UPS Store in Amarillo, TX. Ran 4 copy machines, laminating, and binding from 2003 – 2005.
Parker Posey, LLC in Gruver, TX. Assembly of baby books from 2000 – 2003.

Special Skills And Experience

7 years of extensive customer service and sales experience
4 years of experience working with courier and shipping services
2 years of management experience
Enthusiasm and dedication to complete all work demands and working with teams
Excellent communication skills
Proficient with Windows and Macintosh, as well as Microsoft Office programs
Physically fit and able to work, stand, and lift
Maintains a clean driving and criminal record
Experience in handling money, cash registers, and responsible for deposits and change orders
Gets along with coworkers and customers and works well with diverse people
Dedication to reaching goals and being able to work on many different projects
Tech-savvy and the ability to rapidly learn new skills, equipment, and software quickly
Highly efficient at troubleshooting and solving problems quickly and effectively
Enthusiastic about working team environments

References

Daniel White
Production Manager of Dobil Laboratories at the Richmond Downtown Marriott Hotel
and owner of Blood and Ink Records
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and owner of RVA Studios
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