Cappy Petri
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Phone: 440-835-5240
Portfolio: planetcappy.com/resume

Qualification Summary

Computer Design and Technical Support professional experienced working in fast-paced, deadline driven environments demanding strong organizational, technical and interpersonal skills. Highly trustworthy and ethical. Committed to detail and customer satisfaction. Confident in interactions with individuals at all levels. Resourceful in completing projects and multi-tasking effectively.

Capabilities include:

- Graphic Design & Layout
- Systems Administration
- Software Training
- Mailshop Services
- Color Correction

- Word Processing
- Computer Troubleshooting
- Database Design
- Mac & PC
- Photo Manipulation

- File and Data Manipulation
- Pre-Press & IT
- Web Design
- Network Administration
- Variable Data Programming

Experience Highlights

- Twenty-six years experience working with Macintosh Operating System, Hardware & Software.
- Fifteen Years Graphic Design experience and highly skilled with InDesign, Photoshop, Illustrator, QuarkXPress, Acrobat Pro, Microsoft Office, Filemaker Pro and numerous other software.
- Developed & implemented backup and archival systems.
- Designed databases for use in everyday Job Tickets, Inventory, Shipping, Quoting & Personnel File.

Employment History

March. 2012 - Present...................Avon Lake Printing & Signs, Avon Lake, OH

Graphic Designer, PrePress/Sign Shop

Nov. 2001 - Aug. 2011................................. Hudson Printing, Macedonia, OH

Graphic Designer, Systems Administrator, Sign Shop Manager, CD/DVD Duplication Manager, Mailshop Manager, IT Manager.

Duties include layout and color correction of files for customer approval and pre-press preflight. Preparing files for oversize printing of posters & trade-show displays. Setup, installation and maintenance of computers and software for over 40 work stations. Prepare USPS paperwork for bulk mailing. Maintain company internet & intranet sites. Network administrator managing all IP's and e-mail accounts and security. Ordering of all computer hardware & software. Maintain backup & archive of all production files.

1994 - 2001 ....Suarez Corporation Industries, Canton, OH

Graphic Designer, Systems Administrator.

Duties include design, layout and color correction of files for film output. System administrator of hardware & software for 15 work stations. Maintain backup & archive of all production files.

1988 - 1994 ...... Owned & Operated Local DJ Service, Cleveland-Akron, OH