



Steven Linn

Graphic / Web Designer

Creative • Motivated • Skilled

cell phone

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email address

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online portfolio

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mailing address

4200 87th Street

Kenosha, WI 53142

Software Proficiencies

Mac OSX / Windows

Adobe Creative Suite

- Photoshop
- Illustrator
- InDesign
- Dreamweaver
- Bridge

HTML / CSS

Microsoft Office

QuarkXPress

Final Cut Pro

Acrobat

TownNews BLOX CMS

Additional Training

How to Excell at Managing and Supervising People

SkillPath Seminars, March 2017

Fundamentals of Supervision Series 1, 2 and 3

KABA, May 2016

CPR, AED, and First Aid

Medic First Aid, March 2016

Seeking

A highly skilled, creative and professional designer. Seeking a challenging position that will utilize knowledge of design software, project management and training experience.

Education

Bachelor of Arts, Graphic Design / Web Design

University of Wisconsin–Parkside • 2004 – 2009

- Digital Arts Major with concentrations in Graphic Design and Web Design
- Received a Certificate in World Wide Web Publishing
- Graduated in May 2009 with a 3.38 GPA
- Two works accepted into the 2008 Student Showcase
- Achieved Deans List and Honors Student Status in 2006

Employment History

Assistant Media Services Manager

Kenosha News • January 2016 – Present

- Supervise ten staff members, analyze performance and conduct evaluations
- Responsible for managing daily production and collaborating with offsite press
- Coordinate workflow between multiple departments to ensure deadlines are met
- Oversee assembly of advertorial page layouts, graphics and print/digital designs
- Identify department training needs and develop standard operating procedures
- Plan and provide on-the-job training to improve processes and demonstrate solutions
- Interum department manager, September 2016 - October 2017
- Conduct interviews for employee onboarding, coach new hires and suport their needs

Senior Media Services Pre-Press Specialist

Kenosha News • July 2007 – January 2016

- Liaison for outsource printing between Kenosha News and Milwaukee Journal Sentinel
- Communicate with multiple departments to maintain a proper print run
- Assist graphics by creating location maps, info graphics and page layouts
- Pagination of daily classified, comic, obituary, and weather page layouts
- Nightly graphic and video support for the Newsroom and Sports departments
- Monitor photo and advertisement quality, ensuring elements print accurately on press
- Make PDF's for pre-flight checking, editing and sending to printers
- Film, edit and produce web-based video and multimedia content for news stories
- Worked closely with the KN Digital Media sales team to create websites for clients

Bike, Ski and Snowboard Technician / Sales

Ski & Sports Chalet • August 2002 – January 2011

Online sales, website and social media manager

- Designed and created a website for the company, skiandsportschalet.com
- Created an online presence for the store through social media
- Managed Ski and Sports Chalet's online sales and shipping services.

Bicycle repair shop manager / lead bicycle mechanic

- Maintained inventory, handled warranty claims and ordered new stock
- Quality check on all repairs, ensuring accurate work and timely task completion
- Safety check for newly assembled bikes before moving to sales floor
- Assisted customers to fullfil their needs and ensure their satisfaction
- Trained new staff on sales, repairs and bike assembly