

TANA SCOTT

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Relevant Work Experience

Mammoth Labels & Packaging • Account Manager • 5/2021 to Present

Facilitate and maintain customer relationships and movement of label orders. Anticipate customer needs and communicate with other departments to deliver the best custom label and packaging solutions.

Portospire • Front-End Developer • 4/2019 to Present

Build responsive websites through the use of HTML, CSS, and Javascript.

Flash Global • Control Desk Coordinator • 5/2019 to 5/2021

Serve as primary contact for customer escalations, create and facilitate orders & shipments. Communicate between internal departments, customers, and carriers.

Beluska Graphics, Inc. • Graphic Design & Social Media Marketing • 9/2017 to 5/2019

Graphic design and prepress for offset production of automotive print materials, and social media marketing. File & archive completed projects.

Student Technology Assistance Center • Digital Media Assistant • 8/2016 to 5/2017

Tutor students on Adobe CC, Microsoft Office, and 3D printing in individual & workshop settings.

Totally Promotional, LLC • Graphic Design & Sales Internship • 5/2016 to 8/2016

Create proofs of artwork for can coolers with Illustrator, use typography, and adhere to screen printing design specifications.

Skills

- Prepress/file preparation for digital, offset, flexo, screen printing processes
- Managing project tasks & details
- Designing, editing, and creating proofs
- Designing media for ads, banners, catalogs, websites, and logos
- Web design & development
- Collaborating with team & continuing professional and personal growth

Software

- CERM
- Adobe Illustrator, InDesign, Photoshop, Acrobat Pro, Lightroom
- Artios CAD
- ESKO Plug-ins to Illustrator
- Microsoft Word, Excel, Outlook
- WordPress, HTML 5, CSS, Bootstrap, jQuery, PHP

Education

Bowling Green State University • 2013 to 2017

Cumulative GPA: 3.7 • Cum Laude

Bachelor's of Science in Technology • Major: Visual Communication Technology