

Christie Edling

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Experience

Submittal Coordinator, *iSIGN Inc.*, March 2019 - Present

iSIGN is a small sign company in Boyertown. My daily duties include creating detailed message lists and signage submittals based on architectural drawings and technical specifications. I am constantly communicating with project managers and general contractors to ensure that all projects are properly approved and on track to be finished in a timely manner. Once a project is approved I create a work order and release it for production, all while tracking each stage on our project management software.

Graphic Design & PrePress, *Lehigh Print & Data*, October 2013 - March 2019

Lehigh Print & Data is a small digital print shop in the Lehigh Valley. My daily duties ranged from designing custom artwork to processing files for the presses. I utilized my time management skills to set up and keep the production floor running on schedule. A large portion of my responsibilities included ensuring that all our clients' brand standards were maintained on the press. It was my job to bridge the gap between the pressman running the job and the client.

Graphic Design & PrePress, *U.S. Express Printing*, August 2013 - September 2013

U.S. Express Printing was my first up close glimpse of a small print shop. Here I learned a lot about bindery. I assisted the shop wherever I was needed, mostly in collating and shrink wrapping or overflow design work.

Graphic Design & Marketing, *Custom Engraving*, June 2013 - July 2013

At Custom Engraving I made various promotional items. I created custom artwork on clients' shirts, mugs, hats, necklaces, stickers and much more.

Stock Room Lead, *Ross Dress for Less*, June 2012 - June 2013

I started at Ross as a Sales Associate and quickly moved up to Stock Room Lead. As a Stock Room Lead, I managed a team of 5-6 people to quickly and efficiently offload and process merchandise from the daily truck to the sales floor. I managed and motivated people to meet daily processing quotas and times.

Design Intern, *The Standard Group*, July 2011 - August 2011

The Standard Group gave me an idea of how a print shop operates. I interned out of the digital solutions office, but had the opportunity to shadow different departments each week.

Software Experience

Adobe Illustrator	Microsoft Office	Corel Draw	Smartsheets
Adobe Photoshop	Microsoft Excel	Quite Imposing	
Adobe InDesign	Adobe Acrobat	PitStop	

Education

Bachelors of Science in Graphic Design, *California University of Pennsylvania*: Graduated May 2012

References available upon request.