

# annika spurlock

## GRAPHIC DESIGNER

## CONTACT

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## EDUCATION

2016-2021

The University of Akron

Bachelor of Fine Arts in Graphic Design

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## SKILLS

- Adobe Suite
- Microsoft Suite
- Motion Design
- Product Photography
- HTML and CSS
- UX/UI design
- Figma, Invision
- Mac and Windows
- Collaborating with multiple team members.
- Preparing and prepressing files for print.

Driven by design with a strong eye for detail and clean layouts.

I am a positively motivated individual with high quality standards that can learn, manage and adapt to new environments quickly.

## EXPERIENCE

### Graphic Designer

Bulk Apothecary, December 2021-Current

- Maintain strong internal and external relationships in regards to label creation, artwork development, and supply chain timelines.
- Design digital media elements for our websites, social media accounts, and email communications.
- Photographing and photo shopping products for our website and social media accounts.
- Develop new and existing private label artwork on a standardized template as required.
- Create and review custom graphic designs for E-commerce customers, specifically Lip Balm Now, in accordance and compliance with the FDA labeling laws, regulations and 21 CFR.
- Keeping track of inventory/ sales of Lip Balm Now products and communicating with Bulk Production regarding lip balm filling requests and purchasing for components needed.
- Work with Lip Balm Labeler regarding labeling schedule for Lip Balm Now orders.
- Maintain shared digital records and physical samples of all artwork produced.
- Accurately quote, process custom graphics jobs and create Job Reports to pass along to the Lip Balm Labeling Specialist for completion.
- The coordination of custom label orders from quoting and placing orders to designing labels to labeling and shipping the orders.

### Additional Job Duties; Print Shop Technician

- Operates a variety of equipment including Metas 1 Series, Konica Minolta Printer and Centra; downloads computer files detailing print job requirements as necessary and prepares digital image files using various software applications.
- Plans and schedules work according to standard and special work orders and assignments; prepares a variety of graphic and printed labels for in-house fill room.

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### EXPERIENCE - CONTINUE

- Operates, cleans and makes minor repairs and adjustments to complex labeling machinery equipment and offset duplicating machines in producing a considerable volume and variety of printed labels.
- Operates and makes minor adjustments to label producing equipment to ensure quality of cut and label.
- Maintains records of materials and supplies used as well as receiving and storing incoming supplies and materials.
- Prepares and Ships completed orders and sample packs to customers once properly QC-ed.
- Performs related duties as required.

### Graphic Designer

P. Graham Dunn, April 2021–November 2021

- Prepare, package and preflight files to meet press specifications; perform other pre-press related actions.
- Create product templates that include complex structure, layers, groups, etc.
- Reformat, manipulate, and produce basic layouts as directed with an ability to multitask, manage varying deadlines and adapt to constructive feedback.
- Organize, manage and maintain library of working and existing art assets.
- Ensure creative vision, high-quality standards are maintained across all print materials and display an understanding of raster and vector graphics.
- Working knowledge of color management, spot color, process color, overprint, and bleed.

### Graphic Design Intern

ExactCare Pharmacy, May 2020–March 2021

- Design print and digital materials for patients, B2B clients, employee recruitment, and new current employees.
- Adhere to brand guidelines and complete projects according to deadlines.
- Retouch and manipulate images as needed.
- Create social media graphics for Facebook, Instagram, LinkedIn and Twitter for health observances, events and holidays.
- Create graphics for internal communications.
- Assist with other graphic design projects as needed.