

## Contact

shutch318@gmail.com

702.498.9926

LinkedIn: stephen-hutchins318

## Education

The Art Institute of Las Vegas

Bachelor of Arts -

Graphic Design

Southern Nevada

Vocational Technical Center

Vocational Certificate -

Computer Animation

## Skills

Comprehension of layout structuring, typography, color management and large format printing expertise.

Proficient in Photoshop, Illustrator, InDesign, Acrobat, ONYX, EFI Fiery, Microsoft Office, Keynote, Google apps, Dropbox and social media platforms. In both MAC and PC.

# Stephen Hutchins

**Project Managing | Layout | Print Production | Design**

Las Vegas, Nevada

## Summary

A dynamic and driven graphic specialist offering 18+ years of experience with well a documented ability of being able to manage and contribute in a team setting. Comfortable in fast-paced environments, as well as process-driven workflows. Strong combination of both design knowledge and prepress print production experience with an emphasis on large format printing in the trade show industry. Highly adaptive and quick to learn new processes.

## Experience

### Freeman Company

Las Vegas, Nevada, United States

#### Sr. Graphics Layout Specialist

January 2013 - Present

- Worked directly with sales, design, and AutoCAD team on all aspects of graphic production.
- Create and provide finished layouts for client approval.
- Prepare production ready artwork for large format printing.
- Coordinate with graphic production personnel on a daily basis.
- Color match to specific Pantone PMS colors provided by client
- Set up white channels, plotter cut layers as well as ZUND layers in production files.
- Lead and coordinated a team of Layout Specialists on bigger events.
- Notable conventions and events lead as a Layout Specialist:
  - ▶ CES
  - ▶ ConExpo (preliminary lead)
  - ▶ NAB - National Association of Broadcasters
  - ▶ SEMA
  - ▶ AAPEX
  - ▶ JCK Jewelery
  - ▶ National Hardware Show
  - ▶ Cisco Live
  - ▶ NACS Show
  - ▶ 7-Eleven Experience

#### Assistant Layout Manager

August 2018 - June 2020

- Directly managed a team of 20+ Graphic Layout Specialists in the Las Vegas region.
- Lead weekly department meetings discussing department updates and overall work status.
- Assigning and directing/redirecting the workload amongst Layout Specialists.
- Forecasting and planning for future upcoming events 6 months in advance.

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- Help develop and implement SOPs to improve department efficiency.
- Address any issues or concerns that may arise inter and intra departmental.
- Coaching and leading employees to improve skill sets and abilities.
- Sorting, approving, and submitting billable hours.
- Approving and planning of department PTOs.
- Conducting performance appraisal reviews.
- Interviewing and hiring potential candidates.

### Graphic Production I Prepress

November 2006 - January 2013

- Preflight, correction and output of supplied files for printers and plotters.
- Occasionally design and layout graphics to be produced in accordance with work assignment.
- Responsible for production order setups for printers
- Performing visual inspections, quality checks, and documenting graphic exceptions.
- Troubleshoot printing errors and adjust in files.
- Prioritizing workloads in a fast paced environment.
- Experience using ONYX and EFI Fiery rip programs

### Image 360

#### Graphic Project Manager

July 2020 - June 2021

Las Vegas, Nevada, United States

- Put together quotes and submit bids for government contract jobs based off of provided architectural drawing and researched vendor pricings.
- Create and design production files in accordance with specified guidelines and materials.
- Work with client project managers to schedule production timelines and project milestones.
- Oversee installation and address any onsite issues.

### Citrus Plastics & Signs

#### Graphic Designer I Prepress I Production

2002 - August 2006

Las Vegas, Nevada, United States

- Design layouts for storefront signage and channel letters within the clients budget while meeting landlord criteria.
- Create designs and prepress files for large format printing and vinyl plotters.
- Recreate and work with client provided files.
- Advertisements, promo banners, storefront signage
- Prioritizing deadlines in a fast paced environment.

### Millwall

#### Graphic Designer

August 2005 - June 2006

Las Vegas, Nevada, United States

- Worked along side sales team to conceptualize promotional ideas for prospective clients.
- Provided client with multiple options on designs.
- Designed graphics to be printed on t-shirts, cups, labels and various promotional pieces.