

Ashley Millsaps

Graphic Designer & Creative Production Artist

work history

One Kreate- Production Artist/Graphic Designer

July 2014-March 2016

- Build, design and populate layouts of all ads using direction provided by art director.
- Collect, prep and place all photography sent from the studio.
- Coordinate with the account executive, proofing, assigned creative team and creative directors to insure all graphic requirements are met and corrections the client may need are applied.
- Meet all deadlines for the client that are set for the day by trafficking.
- Properly generate pdfs to send, once all work is approved by all supervisors.
- Packaging, preflight and collecting files to release to the printer and client.

Minuteman Press of Snellville- Freelance Graphic Designer

July 2011-Present

- Conduct consultations for all walk-in stationary customers.
- Design, quote and fully assemble all wedding print materials.
- Design logos, business cards and assist with other intensive print projects when needed.

PureRed-Creative Production Artist

November 2007-July 2014

- Prepped, updated and organized special promotions to be placed in all ads.
- Teamed with account executives, creative directors and project managers to assist in creative projects.
- Teamed with other production artists and designers to implement layout ideas.
- Re-sized and redesigned layouts for alternate sized ads and created paths when needed for any images.
- Proofread all ads to ensure they maintain graphic standards specified by the client.

Ignite Communications- Freelance Production Artist

July-August 2007

- Designed outdoor and indoor restaurant display pieces.
- Retouched photography assigned to be used for displays.
- Implemented re-layouts, new designs and revisions on previous projects.

Upscale Magazine-Graphic Design Intern

April-June 2007

- Designed layout pieces for potential articles.
- Teamed with other student editors to concept ideas and photography for future articles to be issued.

school

Bachelor of Liberal Arts 2004

- Francis Marion University. Florence, SC.
- Focus in Graphic Design.

Associates Degree in Art Direction 2006

- The Creative Circus Atlanta, GA

applications (Mac or PC)

Photoshop CC

Illustrator CC

InDesign CC

creativejenkins.wix.com/ashleymillsaps • 404.444.5123 • creative.jenkins@gmail.com