

## Experience

July 2003 - June 2009                      Signature Wines                      Hayward, CA

### **Creative Director / Senior Production Designer / Print Production Specialist**

- Maintain daily project schedule and coordinate projects with all departments.
- Assist in development of IT projects.
- Coordinate output of all creative with outside vendors.
- Develop and execute online marketing promotions, email campaigns and surveys.
- Manage and maintain online content using CMS and HTML/CSS coding
- Setup and print in-house custom wine labels and marketing materials.
- Setup all offset labels and marketing materials for outside printing.
- Setup photo shoots with photographers and coordinate setups and styles.
- Design materials for direct mail, inbox inserts, point of sale and trade shows.
- Design online content for emails, company and partner websites and online advertising.
- Design wine labels for print, web, and retail.
- Development of wine brands from concept to final output.
- Beta-test and troubleshoot online tools and web sites.
- Manage and maintain Xerox Docucolor 6060 and 5000 in-house printer.
- Preparation and implementation of online template labels for use with online label designer.
- Archive and organize all wine labels, marketing materials and images.
- Promoted twice: Print Production Specialist to Sr. Production Designer to Creative Director

Jun 2001-July 2003                      Felt's Printing & Signs                      Union City, CA

### **Graphic Artist/ Typesetter**

- Design customer logos, flyers, business cards, etc. and prepare them for offset press and digital output.
- Design, production and installation of vinyl signs.
- Experience in management, production scheduling, and ordering supplies.
- Customer service, and sales.

Summer 2000                                      Shutterfly.com                      Redwood City, CA

### **Photo Production Operator, 2<sup>nd</sup> Shift**

- Maintain and operate photographic processors.
- Inspect quality of photographic images.

Nov. 99 – Feb. 00                      California State University                      Hayward, CA

### **Student Assistant / Lab Technician**

- Print photographs for professional photographer Greg MacGregor
- Setup chemistry for developing and printing, maintain machines and facilities
- Instruct students in various photographic techniques

## Education

- Bachelors in Art focusing on Digital Graphics and Photography, California State University, Hayward June 2002.
- Magna Cum Laude, Dean's List (98-02), Presidential Scholarship, Honors Student.

## Computer Skills

Over 15 years experience with PC and Mac platforms as well as troubleshooting, hardware configuration, and complete software and hardware upgrades.

- Win95/98/2000/NT/XP/Vista, MacOS X, Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Adobe Flash, Adobe Dreamweaver, HTML, CSS, Corel Draw, QuarkXpress, MS Office, DOS, and various other word processors and graphic programs.

References by request.

Visit my online portfolio at [www.matthewrevak.com](http://www.matthewrevak.com)