

Sonja M. Torres

Professional Summary

Spanaway, WA

Skills:

PC Software:

- Adobe Illustrator
- CorelDraw
- Photoshop
- Pagemaker
- Quark
- FrontPage 2000
- MS Word 2000
- Gerber Composer & Omega
- Acrobat 4.0, MS Excel

Hardware:

- Hewlett-Packard 5000 6-color oversize printer
- Embosstrak 48 Plotter
- Gerber Graphix 4B Sign cutter
- Gerber Edge
- Flat bed and oversize scanners
- Roll and flat laminators

Training & Education:

- 19 years on the job experience, primarily in signmaking and silkscreen industry
- Pierce College Digital Design classes (graphic design and business skills)
- CompuMaster & Pryor Pamphlet and Brochure Design seminars
- CompuMaster Website Building Seminar
- CompuMaster Photoshop Conference

Other Qualifications: Experience includes training others on Gerber and Adobe Illustrator software and teaching basic computer skills such as security settings, e-mail use, file transfers and understanding different file types; web design and user interface concepts; newsletter writing and editing; creative writing; marketing.

Work History:

8/2003-present: Carlson Wagonlit Travel, Tacoma, WA

Graphic Artist/Marketing

Duties: Create marketing collateral for all branches and facets of travel agency sales including newspapers, flyers, postcards, magazines and Internet; coordinate marketing planning and billing with

co-op vendors; design and maintain company's websites; prepare company contracts, business letters and invoices; manage petty cash and deposits.

4/2002-5/2003: Kinko's, Tacoma, WA

Graphic Artist/Signmaker

Duties: Layout and prepare artwork and scale drawings for sign and banner making using Gerber Omega, Adobe Illustrator 9.0, Photoshop 6.0, Pagemaker 6.5 and Acrobat 4.0; design and produce cut vinyl signs and banners as well as various large printed products; help customers use computers and copy machines, assist with bindery, laminating and mounting processes.

8/2000-8/2001: Travel Chair Company, Gig Harbor, WA

Graphic Artist

Duties: Layout and prepare artwork and scale drawings for silk-screening using CorelDraw 9.0 and Adobe Illustrator 8.0; create and maintain www.travelchair.com website according to company design using FrontPage 2000 and Photoshop 5.5; design product labels and advertising materials for magazines and mailings; prepare and reclaim screens, set up silk-screens for various print jobs and mix inks to Pantone Matching System.

9/1991-9/2000: Zumar Industries, Inc., Tacoma, WA

Graphic Artist

Duties: Layout and prepare artwork and scale drawings for silkscreen processing using amberlith film. Layout is done to state or customer specifications and performed primarily with a Gerber Graphix Advantage Composer computer program and Embosstrak friction-feed plotter. Other methods include using the Gerber Graphix 4B Sign cutting machine, hand cutting amber and hand-applying vinyl and reflective materials directly to sign surfaces. Supervisory duties include training and helping the screen processor, keeping track of orders due and monitoring work hours and breaks. Job also includes communicating with customers about job/computer requirements, layout possibilities, and answering their questions. Other graphic programs used regularly are Adobe Illustrator 7 & 8 and CorelDraw 9.

9/1987-9/1991: Western Metal Arts, Tacoma and Kent, WA

Graphics Assistant

Duties: Prepare film negatives and positives for silkscreen and acid etching processes using horizontal-rail and vertical cameras, step-and-repeat machine and typesetting machine.

References and [portfolio](#) available upon request.