

Aaron Secrist

✉ aasecrist@gmail.com
☎ (503)984-4064
🌐 www.aaronsweb.space
📷 @aaron_makes

Education

Bachelor's of Science in Graphic Design
Portland State University class of 2018

Work Experience

Production Design Lead, Impact Sign Co.

Full time April 2023 – Current

- I oversee all outgoing design proofs to customers and revise them as needed to be printed on large format signs and banners.
- Once approved I prep the files and queue them based on which printer they are going to. If it's on our Eco Solvent printer I load up the material and print it myself.

Assistant Manager of Customer Service, Cedar House Media

Full time August 2022 – April 2023

Customer Service/Prepress Technician, Cedar House Media

Full time February 2022 – August 2022

- Duties were to take orders for paper printing via walk-in, online, or phone. I answered customer questions, provided them with a quote, helped with any graphic design work needed, and closed out the order when they came to pick it up.
- I processed orders by preparing files for print, keeping the customer updated via our web system, then sent the order to production.
- I operated printers, heat presses, saddle stitchers, hole drillers, paper folders and cutting machines as needed to help with production. Products included business cards, postcards, greeting cards, booklets, brochures, signs and banners.
- In addition to my previous duties, as a Manager I more closely handled the orders of some of the larger clients we worked with. I lead meetings and delegated certain tasks to other staff. I worked more in depth with our web system creating online stores for customers, adding new products and pricing to the inventory, and reporting bugs.

Seasonal Design Specialist, Minted

Full time remote: October 2021 – February 2022

- Responsible for design and quality control for holiday cards and wedding stationery suites.
- Communicate with customers and interpret their design requests, file management, spellcheck, file prepress preparation, meeting productivity quota.

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Graphic Designer, Literary Arts Portland

Part time remote: March 2021 – September 2021

- Responsible for designing as-needed images for use on social media, subscriber e-mails, and ads for the events and lectures that the organization hosts.
- Coordinate remotely with the Director of Marketing to develop and execute projects.

Freelance Design/Art

Part time remote: June 2020 – Current

- Various commissioned projects including collages, a movie poster for a short film, album covers, t-shirts, and independently produced art zines.
- Opened an online store selling art goodies and prints featuring my work.
- Planned and organized free collaborative art events in a local space.

Junior Designer, Portland State University Foundation

January 2019 – June 2020

Design & Marketing Assistant, Portland State University Foundation

July 2018 – January 2019

June 2017 – September 2017

- Designed donor proposals, social media graphics and animations, greeting cards and gift stationery, digital and printed solicitations, event materials and collateral.
- Managed and designed webpages on the Foundation site and the new campaign site as well as the Annual and Planned giving sub-sites.
- Collaborated with creative team on event branding and other unique donor gifts.
- Worked with the team to design a modular printed collateral system that makes it easy for development officers to find highly catered and specific information for donors.

Design & Production Assistant, Adams Screenprint

June 2015 – September 2015

Production Designer, Dormer's Embroidery & Promotional Products

June 2013 – September 2013

- Two summer jobs I worked during college, both at screenprint studios.
 - Prepared design files for screen printing, created art for customers, organize files on a server.
 - Printed color separations onto silkscreen paper, operated the vinyl plotter, weeded vinyl stickers, operated heat image press, gromited canvas signs.
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Skills, Technical and Professional

- Adobe Illustrator, Photoshop, InDesign, Animate, Premiere, Bridge. Flexi Design and Rip.
- Mac OS, Windows, Microsoft Office suite, Google suite, Keynote, Basecamp, Slack, Zoom
- HTML, CSS, Javascript, Drupal, Mailchimp, Wix, Wordpress, Twine
- Print Design & Production, Screen Printing, Web Design, Illustration, Typography, Branding, , Animation, Photography, Photo Editing, Game Design, Video Game Textures & Modding, Collage, Event Planning.
- Project Management, Design Thinking, Collaboration, Communication, Organization, Critical Thinking, Creative Problem Solving, Public Speaking/Presentations, Adaptation and Improvisation

