

Penney Kols

Graphic Designer • Art Director • Production Coordinator
penneykols@gmail.com • (314) 517-8517 cell
St. Louis, Missouri

I am a hard working, fast learning designer seeking a position in the St. Louis area. I have an extensive graphic design background with emphasis on print production.

Work Experience

REGENCY STAMPS dba REGENCY-SUPERIOR – St. Louis, MO

Vice President, Marketing

January 2000 to December 2016

Responsibilities

Oversaw a staff of three graphic designers & photographers for an international auction house. Designed, wrote copy and created camera-ready art for print advertisements, brochures, catalogs, and all in-house marketing needs and promotions. Wrote company press releases, designed webpages & eblasts. Maintained mailing lists, marketing supplies and analyzed incoming data. Worked directly with printing companies and direct mail houses obtaining quotes and preparing files and materials to spec.

Marketing Manager

May 1992 to December 1999

Responsibilities

Designed and created camera-ready art through traditional paste-up – and, eventually electronic desktop publishing for print advertisements, brochures, catalogs, and in-house marketing needs.

UNITRAVEL CORPORATION – St. Louis, MO

Marketing Manager

January 1985 to October 1990

Responsibilities

Designed and created camera-ready art through traditional paste-up method for print advertisements, brochures and in-house marketing needs. Prepared materials for sales staff. Designed pricing spreadsheets for wholesale travel company using Excel spreadsheets and early data base system.

Paste-Up Artist & Graphic Designer

October 1984 to January 1985

Responsibilities

Created camera-ready art through traditional paste-up method for print advertisements, brochures and in-house marketing needs.

LILLEY PRINTING – St. Louis, MO

Paste-Up Artist

October 1982-84

Responsibilities

Created camera-ready art through traditional paste-up methods for a small print company. Photographed paste-up boards, and developed film.

Skills

Advanced: PhotoShop CS3 | InDesign CS3 | Microsoft Word, Excel, Outlook

Intermediate: Microsoft Access | FTP programs | Adobe Distiller | Dreamweaver

Novice: Illustrator CS3 | html | css