

EXPERIENCE

Georgia Pacific- Bethlehem, PA/Remote Graphic Designer/ Project Manager

4.2019 – 3.24

- Create Sketches & Production files for GP Express Custom Products including and not limited to dispensers, dispenser skins, inserts, perfect touch cups, food wrap and other GP Pro custom products.
- Create design concepts for new jobs/projects including redesigning current projects.
- Provide final artwork to outside vendors.
- Administrator for Measure Color which is a database of ink percentages for printing used across all GP facilities. Read ink percentages for new and current jobs.
- Project Manager of requests for the creation of physical mockups of GP Brands.
- Work on projects for the Brand Equity and Content Team including Limited-Edition Shipper designs, shelf set designs and Limited-Edition swatch designs.
- Provided estimates for pricing of mock-ups with vendors. Approved all invoicing from vendors.
- Trained and helped on-board new employees.

A Stitch Ahead Inc. Lawrence, NJ Graphic Designer/ Project Manager

11.2018 – 2.19

- Acquire prices for promotional items clients are interested in for their project
- Produce design proofs based on desired specifications written by sales representative
- Sticking to client deadlines by strategically working with vendors production
- Built and maintained relationships with various vendors
- Gathered and compared prices for promotional items to stay within Clients guidelines

IMPACT- XM. Dayton, NJ Freelance Graphic Designer

08.2018– 11.18

- Executed design proofs based on desired specifications written by Product Manager while staying within brand standards
- Developed engaging designs for trade show booths and other promotional items.
- Prepared files for in-house printers and outside vendors
- Open Communication with Sales Directors, Account Managers and Clients to incorporate any recommended changes or updates.

FastSigns. Lawrence, NJ Graphic Designer/ Print Production

08.2017– 07.18

- Took daily sales orders and prioritize projects based on production schedule while also meeting daily profit goals
- Executed design proofs based on desired specifications written by sales representative
- Attended daily meetings to analyze production schedule and keep accounts up to date
- Design promotional graphics for corrugated plastic signs, company building signs, pull-up and retractable banners, aluminum signs including parking signs, light box signs and channel lettering for businesses
- Prepared files to be printed on multiple different materials
- Corresponded with clients via email, phone calls, and meetings in office to go over projects
- Ensured quality control of all orders processed to ensure accuracy and consistency of order fulfillment

Entourage Yearbooks. Princeton, NJ Account Manager/ Graphic Designer

03.2014– 04.17

- Pioneered company culture with an annual company yearbook project and organized for the next three years
- Couniled high schools to get their process/progress of creating a yearbook
- Coordinated online software learning with multiple clients
- Handled technical support correspondence (email and phone calls)
- Trained and on-boarded new employees on our online based program, support processes, culture, and products
- Developed and implemented marketing plans targeted including promotional calendars and programs, new product introductions and other marketing projects.
- Over-saw creative projects for High School Conference hosted by Entourage
- Participate in the development of branding and corporate identity initiatives
- Built positive, long lasting relationships with new clients
- Performed scheduled in school visits, answering questions and/or concerns
- Quality control of files and finished projects.



www.tarakosch.com

EDUCATION

University of the Arts.
2008 – 2013
BFA: Graphic Design,
Art History Minor

SKILLS

Typography
Logo Design
Problem Solving
Time Management
Html/CSS Coding
Layout
Photography
Information Graphics
Motion-Graphic
Customer & IT Services

SOFTWARE

Adobe Creative Suite:
Photoshop
Illustrator
InDesign
Acrobat
After Effects
Sketch
Mural
Constant Contact
Mailchimp
Sales Force
Flexo Printing
Flatbed printing
HP Inkjet printing
WorkFront
MeasureColor
PC | Windows
Mac | IOS