

WORK EXPERIENCE

GRAPHIC DESIGNER

San Jose Stage Company, San Jose, CA
September 2007 – Present

Create graphic materials for theatrical productions and fundraisers, including show programs, postcards, flyers, lobby and marquee signage. Prepare and send print-ready files to service bureau specifications.

DESIGN/PRODUCTION INTERN

Happy Vacations, Watsonville, CA
August 2008 – March 2009

Created destination catalogs using company templates. Designed layouts for non-template catalog content such as advertorials, featured sections, display advertising.

FILE ROOM COORDINATOR

Cisco Systems, Inc., San Jose, CA
September 2007 – Present

Scanning and data entry for legal contracts into digital document management system.

TYPESETTER/PRODUCTION ARTIST

Pony Express Printing, Campbell, CA
March 2006 – September 2007

Designed printed materials such as business cards, letterhead, flyers. Responsible for pre-press preparation of files for offset printing or direct-to-digital output.

PRODUCTION STAGE MANAGER

Carmel, Monterey, and San Jose, CA
March 1997 – February 2007

Scheduled, organized, and ran rehearsals for theatrical productions, serving as the hub of communication with the stage director, designers, and actors. Responsible for the consistent execution of each performance, including set-up of scenery, props, etc., as well as calling lighting, sound, scenic, and effects sequences. Resume available upon request.

MARKETING ASSISTANT/JUNIOR DESIGNER

Pearl St. Studios, Monterey, CA
May 2004 – January 2005

Performed office functions as well as design tasks. Answered phones, handled filing, coordinated project schedules, distributed press releases, and assisted Senior designers.

GRAPHIC DESIGNER/MARKETING ASSISTANT

Jones and Tregenza Communications Group, Monterey, CA
November 2002 – January 2004

Managed office for a small public relations firm, including answering phones, writing and sending press releases, and performing in-house design work.

MARKETING COORDINATOR/ART DIRECTOR

Pacific Repertory Theatre, Carmel, CA
June 2000 – October 2002

Implemented marketing strategy for non-profit professional theatre company. Designed visual materials for all productions, programs, and events, including playbills, posters, banners, flyers, lobby signage, gift certificates, newspaper and magazine display ads, and special events invitations. Wrote and distributed press releases, and scheduled advertising.

SKILLS & OTHER NOTES

- Adobe Photoshop, Illustrator, InDesign, Flash, Dreamweaver, AfterEffects, QuarkXpress, Pagemaker, Microsoft Office
- Was editor, writer and production artist for the student newspaper at Monterey Peninsula College, *Scratch Paper*, and increased the paper's distribution 1000%
- Achieved Dean's List at SJSU four consecutive years with a cumulative GPA of 3.87
- Fluent in French and English
- Other interests include bouldering and karaoke

stephanie whigham

GRAPHIC DESIGNER

stephaniewhigham@gmail.com

232 north sixth street, san jose california 95112

831.238.3693

Creative problem solver,
accustomed to high-pressure,
fast-paced work environments.
Detail-oriented, organized,
and self-motivated.

EDUCATION

SAN JOSE STATE UNIVERSITY
San Jose, CA; 2005 – 2009 (BFA Graphic Design)

MONTEREY PENINSULA COLLEGE
Monterey, CA; 1996–97 (Theatre Arts),
2003–05 (Graphic Design)

SEASIDE HIGH SCHOOL
Seaside, CA; Graduated 1996

