

SARAHSCOTT

ART MANAGER • CREATIVE LEAD • GRAPHIC DESIGNER • PRODUCTION COORDINATOR



PORTFOLIO:

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Adding artistic vision, leadership, and graphic skills to teams engaged in creating on-brand, eye-catching communications.

EDUCATION:

5/98 • Columbus College of Art & Design

Columbus, OH

- Bachelor of Fine Arts
- Summa Cum Laude
- Illustration and graphic design focus

SKILLS:

- Art Direction and Graphic Design
- Project Coordination
- Team Leadership
- Process Improvement
- Both PC and Mac proficient
- Advanced skills in Adobe Creative Suite (Illustrator, Photoshop, InDesign, Acrobat)
- Strong proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Digital and silk-screen printing file pre-press
- Quality Assurance

AWARDS/RECOGNITION:

- Draper Excellence in Performance Award (Marketing Department)
- Nominated for Rising Star Award, Casino Enterprise Management Magazine's Great Women of Gaming 2010
- Lead Designer on the Grand Group's Thomas the Tank Engine "SurPrize Station" campaign; nominated for "Best Marketing Campaign of the Year 2001" by the Toy Industry Association
- Member of WMS Team of the Quarter Award 2009
- Awarded Miss Chutzpah Derby Lite, quad skate league 2012

EXPERIENCE:

1/20 – Current • GRAPHIC DESIGNER

Draper, Inc. • Spiceland, IN

Print designer within the marketing department of manufacturer of Window Shades, AV Equipment, and Gym Equipment:

- Create advertisements and sales support collateral: catalogs, presentations, brochures, mailings, contact sheets, educational materials, white papers, and case studies
- Create and manage the outsourcing of physical samples of fabric swatch cards, hardware samples, and fabric kits
- Maintain online web library for fabrics and downloadable content
- Create icons and logos, maintaining brand standards
- Print in-house for external mailings on Ricoh printer

3/14 – 6/19 • ART AND DIGITAL MANAGER

Super Color Digital • Las Vegas, NV

Creative lead and art manager for the Las Vegas location of national large format print and display solutions company:

- Lead and mentor a team of pre-press, production, and junior artists
- Research and develop custom graphics and signage components
- Act as a direct client liaison and conduct client presentations
- Provide creative direction and set up for print
- Drive the concept for automotive dealership original graphics
- Art-direct and design creative projects: gaming machine collateral, sell-sheets, fabric structures, LED signs, displays, frames, wallpapers, and large-scale banners
- Aid in developing new Standard Operating Procedure improvement processes and create internal training documents
- Direct color correction and trouble-shoot files
- Hold interviews, and recommend hiring; Create graphic skills test for candidates
- Archive and manage files with Cyrious, MediaBank, and Filemaker
- Quality-check all prototypes and final prints

1/05 – 10/13 • PRINCIPAL MANAGER CREATIVE SERVICES

WMS Gaming • Chicago, IL

Lead the print and creative services aspects of the art department:

Product Development:

- Direct all aspects of design using an iterative process in conjunction with licensors, mechanical engineers, and development studios for slot machine art components including LCD software and animations, digital and screen-printed materials, such as facades, decals, reel strips, and large-format signs
- Supervise development of multiple configurations and translation requirements for domestic and international markets
- Prioritize multiple projects from concept to completion
- Evaluate competitive products, seek innovation in print techniques, and stay current with trends
- Provide support to the marketing department

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WMS Continued: People Development:

- Art direct and manage a team of 7 designers and production artists both on-site and remotely
- Collaborate with internal teams and external sources to ensure all components stay on schedule
- Conduct 360° evaluations, conflict resolution, and recognition of the staff
- Develop training manuals, process documentation, and succession plans

Quality Assurance:

- Ensure accuracy of all copy, art, typography, part numbers, templates, technical specifications, and legal requirements
- Proof and approve color print samples, including attend off-site press checks
- Release parts into production via Oracle Business Environment
- Ensure all materials pass functional testing for fire rating and electronic testing
- Account for purchase requisitions and budget considerations

10/01 – 1/05 • CORE ARTIST

WMS Gaming • Chicago, IL

Develop original illustrations and logo design for gaming machines, from sketch through final digital:

- Utilize licensed art according to style guides
- Set up artwork for proper software release as well as digital and silk-screened printing processes
- Modify artwork to fit various size configurations and language requirements
- Create working templates from engineering files
- Meet dimensional specifications from material drawings and templates
- Communicate and share ideas in design critiques and new product development teams
- Maintain and organize department files, both digital archives and printed samples

10/99 – 7/01 • PROMOTIONS CREATIVE ASSISTANT

The Grand Group • Chicago, IL

Develop creative content for national campaign promotional materials:

- Logo and brand development
- Presentation mock-ups
- Marker rendering and original illustration

9/98 – 8/99 • DESIGNER

Nightingale-Conant • Niles, IL

Creative content development for audio/video motivational product package design:

- Direct mail kit design
- Catalog design and layout
- Magazine advertisement spread layout
- Spot illustration
- Pre-press for print production