

DENISE DELOS SANTOS

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PROFESSIONAL PROFILE

- Excellent interpersonal skills with the ability to effectively communicate with a diverse population
- Managed the production process of various advertising projects such as out-of-home materials, marketing collaterals and direct mail pieces
- A creative individual with thorough knowledge of Adobe Creative Suite, Quark and XHTML
- Competent in both Macintosh and PC environments
- Directed several multimedia groups which contributed to the success of GCM's 2008 Job Fair and the completion of Ryerson TAGA Student Journal 2009

WORK EXPERIENCE

Computer Operator, The Printing House Ltd. Head Office **November 2009 – Present**
Toronto, Ontario

- Certified the print-readiness of all files provided by clients before proceeding with production
- Supported marketing initiatives through file preparations, file revisions and production of any printed products
- Designed materials for various clients and TPH's Charitable Office, which included greeting cards, business cards, business vouchers, and brochures

Junior Production Manager, Cossette Communication Group **May 2009 – October 2009**
Toronto, Ontario

- Trafficked and managed advertising campaigns and direct mail projects throughout the whole production process; from job docket opening to proofing and approving print-ready files
- Worked closely with account managers and creative teams to produce approved creative ideas the most cost effective and visually appealing way
- Estimated production costs for various print and ad works, and issued purchase orders using FileMaker Pro
- Communicated with suppliers to acquire third party pricing for specific printing jobs
- Ensured optimum quality for each project and timely job deliverance to meet in-market dates to achieve client satisfaction

Technical Services Intern, Fujifilm Canada Inc. **April 2008 – August 2008**
Mississauga, Ontario

- Aided Digital Printing Specialists in the production of Fujifilm's Sales Kit and product binders
- Operated various digital printing technologies including Xerox's DocuColor 5000 DocuColor 260
- Prepared and presented end-of-the-month presentations to senior management
- Printed internal and external projects on Acuity HD 2504 and Spyder wide format printers using Wasatch and Onyx
- Utilized Onyx to create colour profiles on the Epson 9800 device and Acuity HD 2504 printer
- Developed Fujifilm's Internship website with XHTML, CSS and Adobe Photoshop

Teacher Assistant, St. Francis Xavier Secondary School **Fall 2004 – January 2005**
Mississauga, Ontario

- Designed posters and edited videos for school events
- Assisted students in the Communications Technology class with programs such as Adobe Photoshop, Adobe Illustrator and Final Cut Pro
- Troubleshoot computer and other technical problems

EDUCATION

Bachelor of Technology, Graphic Communications Management

Ryerson University, *Toronto Ontario*

Fall 2005 – Spring 2009

- Graduated in Spring 2009, Marketing Minor

RELEVANT PROJECT

Variable Data Design Project

Winter 2008

- Created and designed postcard pieces with variable images and text
- Used Adobe Creative Suite CS3 to edit images and to create templates for postcards
- Imposed variable postcards by utilizing Adobe Acrobat's Quite Imposing plug-in

LEADERSHIP AND INVOLVEMENT

Multimedia Director, *RyeTAGA Student Chapter*

Spring 2008 – Spring 2009

- Planned and coded the ryeTAGA Student Chapter website using PHP, XHTML, CSS and Adobe Photoshop
- Filmed and edited promotional videos for the multimedia component of the journal using iMovie
- Organized and produced both the audio and video discs for the ryeTAGA journal
- Worked effectively with the entire ryeTAGA team in order to produce an effective journal

Web Design Director, *GCM Job Fair 2008*

Fall 2007 – Winter 2008

- Developed the GCM Job Fair 2008 website, which contributed to the promotion of the event
- Lead Web Design team in an organized manner and established excellent relations with team members

COMPUTER SKILLS

Creative

- Adobe Creative Suite CS4
- QuarkXpress

Prepress

- Adobe Acrobat
- Trueflow SE
- Pitstop

Digital Printing

- EFI Fiery
- Creo Spire
- PrintShop Mail

Scripts

- XHTML, CSS
- PHP, Flash
- JavaScript

Admin

- Microsoft Office Suite
- FileMaker Pro

NOTABLE ACHIEVEMENTS

- Francesco Giorgio Memorial Award, 2009
- Bronze Medallist in Skills Canada TV & Video Production Competition, 2005
- Bronze Medallist in Skills Canada Graphic Design Competition, 2004

REFERENCES

Available upon request