

SOPHIA TAMILIO

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WORK EXPERIENCE

Books International Inc.–Sterling, VA

Prepress Technician (Full-time), May 2023–Present

- Preflight reports to determine if files conform to company specifications; identify potential print problems; perform basic troubleshooting steps; communicate preflight warnings & errors to the Customer Service Representative (CSR).
- Construct digital versions of physical client materials using programs such as Adobe Photoshop, Illustrator and InDesign.
- Deploy working knowledge of Acrobat Pro, PitStop and imposition software when making minor file adjustments.

ARTfactory–Manassas, VA

Marketing & Graphics Manager (Full-time), August 2022–May 2023

Marketing Graphics Designer (Part-time-Full-time), February 2022–August 2022

Graphic Designer (Contract), October 2021–August 2022

- Designed event signage and materials such as posters, banner ads, playbills, brochures & catalogs (3,000 copies distributed); composed newsletters & press releases which broadcasted ARTfactory's Pied Piper Theatre, Rooftop Productions, fundraisers & comedy occasions; participated in event planning.
- Created still & motion graphics media promoting future events on platforms such as ARTfactory's Facebook, Instagram, TikTok & website; uploaded content to a variety of event publishing systems while following production schedules.
- Shot & edited DSLR publicity photos of Rooftop Productions & Pied Piper Theatre actors during rehearsals.

Lee Forrest Consulting–Manassas, VA

Freelance Designer (Remote), March 2022–October 2022

- Generated design materials such as ads, flyers, illustrations, banners & leave-behinds for a wide range of clients across the U.S. for digital & printing purposes; ambitiously took on solo projects as a self-starter.
- Performed research on clients to gain a clear understanding of their values & how to represent them through design deliverables; effectively managed time & organized workflow processes; proofread materials before completing projects.
- Revised details based on commentary from clients & the employer in a timely fashion & packaged final files.

Design Lab–Farmville, VA

Senior Art Director, August 2020–May 2021

- Represented Design Lab professionally by satisfying clients with successful materials made with Adobe software.
- Became a confident decision maker; joined in implementing editorial design into “Our Legacy” magazine for the Moton Museum (2,000 copies printed & shipped nationwide).
- Applied oral & written communication skills effectively in conversations with team members & clients.

Art Director, August 2019–May 2020

- Assisted the Senior Art Director in managing multiple priorities associated with team members & design jobs.
- Reviewed work of team members & provided constructive critiques that helped strengthen their design abilities.
- Expanded upon a strong understanding of design fundamentals while dividing time between multiple jobs simultaneously.

Junior Designer, January 2019–May 2019

- Developed creative concepts that fit clients' brand standards by processing suggestions, corrections, & feedback constructively & professionally from clients, team members & Design Lab sponsors.

SOFTWARE & TOOLS

Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Acrobat), PitStop, Canva, Wix, WordPress, Zoom, Skype, Microsoft Office (Word, PowerPoint, Outlook), Google Suite (Docs, Drive, Slides, Gmail), Slack, Dropbox, WeTransfer, MacBook Pro, DSLR cameras.

EDUCATION

Longwood University–Farmville, VA

College Student, August 2017–May 2021

- Bachelor of Fine Arts degree in Graphic and Animation Design, Concentration in Brand, Identity, & Media Design, & Minor in Communication Studies.