NANCY MCDONALD

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SKILLS

Software Skills:

- Extensive experience with both Mac and Windows platforms
- Adobe Creative Suite including Photoshop, InDesign, Illustrator, Acrobat, and Workfront
- Figma Design Software
- Microsoft Office Suite (including Outlook, Word, Excel, and PowerPoint) and Google Suite
- Trueflow, ESKO Automation Engine, and Fuji XMF plate making programs
- Flatworker, Dynastrip, and XMF imposition applications
- Acrobat Pro, SpeedEdit, Neo, and Pitstop PDF editing applications
- Working knowledge of merchandising platforms such as Global Purchasing System (GPS), Product Lifecycle Management System (PLM), and Syndigo Product Database
- File-Sharing software such as FileZilla, Dropbox, and WeTransfer

EDUCATION

Bachelor of Fine Arts
Graphic Design Concentration
Communications Studies Minor
Longwood University
Farmville, VA
2008-2012

WORK HISTORY

Dollar Tree Corporate Headquarters

Graphic Production Coordinator, 2023 - Present

- Facilitate projects, production, and review approvals for assigned departments
- Process proof reviews using Workfront, Email and other software
- Process translation requests and align them with mandatory translation requirements and format
- Maintain creative database, DAM/PIM, assign and maintain accurate keyword/meta data for Corporate Art, and other creative assets.
- Act as a liaison between in-house customers and external stakeholders
- Collaborate with Merchandising, Global Sourcing and Quality Assurance to execute items/projects within Private Brand policies
- Maintain accurate record of projects/programs in process via Production Schedule.
- Communicate status updates to merchant teams and creative manager

Packaging and Product Designer, 2022 - 2023

- Designed art for packaging, templates, brands, and product art.
- Participated in marketplace research to develop designs that met changing consumer needs as well as business needs.
- Collaborated with merchants, imports, testing, and vendors to ensure packaging was accurate, market-driven, and met all legal requirements
- Reviewed corporate art files and provided feedback to art house, ensuring technical requirements meet company standards
- Reviewed digital and print proofs for both accuracy and execution of creative intent
- Led art intake meetings with merchant teams and other internal stakeholders to update and/or create new packaging and product art.
- Ensured all packaging and product deadlines were met through use of a production schedule

Jones Printing Service, Inc.

Prepress Technician / Graphic Designer, 2013 - 2022

- Received client files and troubleshot/resolved technical file issues to make the provided artwork acceptable
- Performed extensive color correction and photo editing
- Cataloged and archived job files on company sever
- Managed multiple projects simultaneously while ensuring proper deadlines were met, while adapting to fluctuating priority shifts and deadlines
- Created custom dieline templates for specialty cut print projects
- Operated, and troubleshot an industrial plate setter
- Imposed job layouts and exposed metal printing plates for printing presses
- Generated and assembled hard copy proofs for client review
- Facilitated client interaction to discuss projects, resolve issues, etc.
- Created/typesetted unique pieces for business cards, brochures, booklets etc. from scratch based on client vision