

TANDRA MOORE

813-802-7884



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linkedin.com

/in/tandra-moore



www.creationstoat.com



SKILLS

Adobe Creative Suite

Microsoft Office

Customer Service

Computer Skills

Mac and PC OS

Typing/Word Processing

Team Leadership

Problem Solving

Time Management

Digital Marketing

Social Media Literacy

EDUCATION

GRAPHIC DESIGN DIPLOMA

Wood-Tobe Coburn School

May 1998

EXPERIENCE

TECHNOLOGY SERVICES TECHNICIAN

District School Board of Pasco County / Aug 2015 – Present

- Repair technology equipment and related systems, including audiovisual, television, and computer hardware (Apple and Dell)
- Provide preventative maintenance of technology equipment and related systems to ensure compliance with district standards
- Maintain records of parts, supplies, materials, and repair time
- Assist in the maintenance of replacement parts, inventory and other school related equipment
- Upgrade, update and troubleshoot hardware and/or software
- Attend technical workshops and service educational institutes as required
- Frequent travel to district sites to provide support
- Perform other duties as assigned

GRAPHIC DESIGNER

Creations To-A-T, LLC / Aug 2012 – Present

- Design business logos, branding, brochures, wedding invitations and websites utilizing Adobe CC while collaborating with clients to determine their visual needs
- Produce detailed visuals and illustrations while creating designs specific to client requests
- Service a variety of businesses with various graphic designs need including but not limited to business cards, flyers, menus, social media posts, brochures and menus
- Manage multiple projects and tasks with strict customer guidelines and deadlines
- Recommend and consult with clients on the most appropriate graphic design options based on their overall marketing goals
- Photographed and manipulated images for use on print media and websites
- Prepared and sent final artwork to vendors to produce

MEDIA TECHNICIAN ASSISTANT

Wesley Chapel High School / Sep 2014 – Aug 2015

- Assisted students and teachers in locating and using media/technology resources such as library books, magazines, audiovisual and video materials, computerized information databases, computer based learning programs and related media/technology equipment
- Processed school media technology materials and related equipment for circulation/utilization by students and teachers.
- Maintained current bibliographic and inventory records of the media technology collection (books, software, kits, etc. and related equipment) which also includes updating of the MIND database
- Provided secretarial services for media center which included meeting the public, word processing, record keeping, correspondence, and filing
- Conducted preventive care and maintenance of school media technology materials and equipment
- Created, printed and prepared posters, displays, bulletin boards, exhibits, and media for campus use

GRAPHIC ARTIST

Gardner-Gibson Inc. / Mar 2006 - Oct 2008 and Feb 2011 – Jun 2013

- Designed all brochures, POP displays, retail packaging and ads that promote all product lines targeting both consumer and industrial sales
- Photographed products for inclusion in product adverts such as tear sheets, posters, flyers and brochures
- Organized multiple projects in order to meet project deadlines
- Manipulated, color corrected and retouched images to be used on product labels, adverts, posters, tradeshows, flyers and website using Adobe graphics software
- Created data sheets describing product information via Quark Xpress
- Edited and updated copy provided by clients
- Updated image library for company website

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EXPERIENCE

COMPOSITION EDITOR

Capital Printing Systems / May 1999 to Jun 2005

- Edited, created and converted financial documents in Xyvision, Quark Xpress and Word
- Photo retouched, restoration and colorization via Photoshop
- Created and touched-up logos for inclusion in financial documents via Illustrator and Photoshop
- Coded financial documents to the specification of client mark-up which included creating, styling, converting, editing and pagination
- Created and modified informational charts and graphs in both PC and MAC environments
- Typed and edited Edgar Ease submissions
- Converted files into several different formats, ie., Word to Xyvision and/or Xyvision to Edgar Ease
- Checked, sent, formatted and downloaded email using Eudora Pro, AOL, Netscape and Explorer
- Edited, coded and converted financial documents into HTML and XML via Xyvision
- Edited financial spread sheets according to client mark-up using Microsoft Excel