

# DAVID B. MONROE

Indianapolis, IN 46229 ▪ [monroedb@lycos.com](mailto:monroedb@lycos.com)

## PROFILE

**I am a creative and experienced professional who is looking for new and exciting opportunities.**

Solid organizational and communication skills ▪ Excellent Customer Service skills ▪ Self starter ▪ Leader ▪ Ability to recognize problems and develop solutions ▪ Strong writing, proofreading and speaking abilities ▪ Work independently, meeting multiple deadlines ▪ Expert in PhotoShop, InDesign, Quark, PageMaker and Illustrator.

## EXPERIENCE

### Xerox Managed Services

Indianapolis, IN – Eli Lilly Corporate Center

*Color Production/Graphic Designer, 2007 – Present*

*Duties & Responsibilities:* Print all color documents requested by *Eli Lilly* client ▪ Graphic Design and production for both *Xerox* and *Lilly* client ▪ Maintains Scitex RIP and two Xerox DocuColor 2060 model color copiers ▪ Concept, design and execution of *Xerox Managed Services* branding initiative ▪ Includes all advertising and marketing materials for *Xerox Mid-South Central Marketing* ▪ PC based design programs including InDesign CS3 ▪ Troubleshooting malfunctions ▪ Call for repairs; maintaining equipment inventories ▪ Evaluates new equipment ▪ Began as CSR.

### D & D Design

Indianapolis, IN

*Freelance Graphic Designer, 2007 – Present, 2001 – 2003*

Design and produced 2 and 4 color catalogs, post cards, promotional materials, posters, brochures and weekly car ads ▪ Purchased and arranged printing ▪ Relate design work to client's goals and business ▪ Generate cost estimates and time lines for projects ▪ Expert in PhotoShop, InDesign, Quark, PageMaker and Illustrator.

### Marshalls

Indianapolis, IN – Part of the *Marmaxx Group* that include, *TJMaxx* and *AJ Wright*.

*Administrative Coordinator (Manager), 2005 – 2007*

*Duties & Responsibilities:*

**Assistant Manager - Administrative Coordinator:** *Cash Office Administration* – Balanced all registers daily ▪

Prepared and transported daily bank deposits ▪ Verified Cash Office safe fund, Service Desk change fund and completed cash pickups ▪ Maintained all store files ▪ Prepared and entered the weekly associate schedule.

*Human Resource Administration* – Assisted screening and interviewing prospective new hires ▪ Ensured new hire paperwork was complete and correct ▪ Entered new hire date, change of status, termination, WOTC registration, etc. ▪ Voted *Associate of the Quarter*, twice by anonymous associate ballot.

**Customer Service Coordinator, 2004 – 2005**

Provided coaching, training and development on use of register equipment ▪ Technical and Customer Service training to all associates ▪ Directed daily work assignments ▪ Managed customer flow at front line.

### Toys R Us

Indianapolis, IN

*R-Zone (Electronics and Gaming) Associate, World Leader, 2002 – 2004*

Accurately processed guest transactions ▪ Supervised R-Zone seasonal employees for 2003 Holidays

▪ Expertly answered guest questions about video game systems, games and electronics ▪ Backed-up Service Desk and (RGD) returned goods damaged positions ▪ Twice voted by peers as store *Associate of the Month*.

## **The Kroger Co., Inc.**

*Indianapolis, IN*

*Production Artist/Production Assistant, 1997 – 2001*

Page/file prep for the Central Marketing Area headquarters of *Kroger* in Indianapolis ▪ Designed layouts and created original artwork for in-store flyer, direct mail and newspaper advertising ▪ Lead designer of ROP Ads and Billboards for the Indianapolis Area Market (2000-2001) ▪ Processed manager requests and interacted with marketing merchandisers to clarify job requests ▪ MAC use with PhotoShop, Quark and Illustrator ▪ Corrected ads with output problems ▪ Proofread and where appropriate, wrote advertising copy ▪ Troubleshooting malfunctions ▪ Called for repairs; maintaining equipment inventories ▪ Produced files that consistently imaged properly with the sensitive prepress systems of the time.

## **Mullins Media**

*Lexington, KY*

*Senior Designer/Traffic, 1996 – 1997*

Managed, directed and supervised the art production and client service of a small High School/Collegiate sports marketing company ▪ Supervised a staff of three ▪ Generated cost estimates and time lines for projects ▪ Conceived, developed and produced campaigns for print projects such as posters, calendars and banners ▪ Troubleshooting malfunctions ▪ Called for repairs; maintaining equipment inventories ▪ Evaluated new equipment ▪ Purchased and arranged printing. *Note: This Company ended business in 1997.*

## **SuperAmerica, Inc.**

*Lexington, KY*

*Production Artist in the Lexington, KY Corporate Headquarters of Ashland Oil/Valvoline, 1995 – 1997*

Layout and design ▪ Special projects team lead – 1997 ▪ Typesetting, scanning, and electronic trapping on a MAC. *Note: In 2000 Marathon Oil purchased SA from Ashland Oil, moving it's HQ to Ohio.*

## **The President Benjamin Harrison Home Museum**

*Indianapolis, IN*

*Historian for privately endowed, restored Victorian Home of the 23<sup>rd</sup> President, 1987 – 1995*

First on-site professional *Historian* in their then 32-year existence ▪ Coordinated, wrote, spoke and conducted scholarly research presenting the life of the only President elected from Indiana ▪ Co-created a living interpretive program of Harrison's daily life and often portrayed "Charles the Butler" in this program ▪ Two-week first-person interpretation training course at *Conner Prairie Historic Center* in Plainfield, IN. ▪ *Positions held* – Docent, Assistant Curator, Interim Volunteer Director, Education Director and Historian.

## **EDUCATION**

### **IUPUI**

*B.A., History, 1989*

## **PROFESSIONAL TRAINING**

*Foundations of Management Leadership training program by Marmaxx Group. 2005 & 2006*

*Essentials Workshop 1 & 2 – 2006, Basics workshop – 2005* ▪ Self development ▪ Adaptability ▪ Leadership success factors ▪ Communication

*Toastmasters International 1995 – 2000* ▪ *Lexington Toastmasters Club #2391*, became a CTM (Certified Toastmaster).

*Visual Communication/Graphic Design training by a Herron Professor and Herron Alumna 1993 – 1994*

▪ Design theory ▪ Critical thinking - practical applications and real world problems ▪ Typography ▪ MAC based.