



# Jeremy Andrus

Art Direction // Graphic Design

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Erica,

I want to thank you for inviting me to apply for the open Graphic Designer position at Thanksgiving Point.

Art and design (o.k., and maybe music), have been my passions for as long as I can remember. I consider myself very lucky in that I have been able to follow these passions into a career that I have loved for past seven years.

During that time, I feel I have gained the experience that makes me an excellent candidate for this position. I am a hard worker and a team player. I thrive in collaborative situations, and appreciate feedback and input. The best results come from the ideas of many.

The last five years as an Art Director and Creative Production Designer at Datamark have allowed me the opportunity to fine tune my abilities. My position required that I work closely with numerous shareholders, both internally and externally, to meet the deadlines and standards of quality expected by million-dollar clients. The high volume of time-sensitive projects required I develop efficiency, and strong time-management skills. My tenure there has been an invaluable experience and I have learned more than I could have imagined.

But, to be completely honest, I'd welcome a new challenge. I would love the opportunity to stretch my skills and grow even further. The thing about this position that appeals to me so much is the chance to do just that. Let me bring my passion and experience to your team and help you tell the stories of Thanksgiving Point.

I know your time is valuable, and I really appreciate you spending some of it to read this letter. I have included a link to my portfolio. I sincerely hope you will consider me as a candidate for this position. Please let me know if you have any questions I can answer. I hope to hear from you soon.

Sincerely,

Jeremy Andrus



# Jeremy Andrus

## Art Direction // Graphic Design

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## PERSONAL DETAILS

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**Address:** 326 N Main St. Orem, UT 84057

**Phone:** 801.520.7208

**Email:** [info@jeremyandrus.com](mailto:info@jeremyandrus.com)

**Portfolio:** [www.jeremyandrus.com](http://www.jeremyandrus.com)

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## PROFESSIONAL PROFILE

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Hi, I am Jeremy Andrus. I'm a multi-disciplined designer with a great passion for the work I do. My main skills reside the creation of print media. Beginning with a concept and continuing through design, pre-press and production management, I am extremely capable of following a project from start to finish. Quirky, serious, elegant, or sophisticated—I tailor every design to fit the needs of the project, the client, and the brand.

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## WORK EXPERIENCE

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Aug 2007 - Present

### **Creative Production Designer**

*Datamark, Full-Time*

Art direction and pre-press work for multiple online academic schools. In addition, I performed maintenance on websites, web banners, and HTML email blasts. Collaborated with Project Managers, Art Directors, Client Service Directors, and the print shop to manage over 10 clients simultaneously, while maintaining a 100% on-time rate. Projects included betterers, brochures, fliers, postcards, envelopes, and invitation packages.

- Dedicated Production Designer for Datamark's top two clients.
  - Responsible for over 20 million printed pieces per year.
  - Consistently achieved 100 percent on-time rate.
  - An error rate of less than one percent.
  - Won multiple awards for teamwork and commitment.
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Apr 2007 - Present

## **Freelance Graphic Designer**

*Various Clients, Part-Time*

Developed creative and performed pre-press for business cards, logos, flyers, banners, posters, postcards, annual reports, T-shirts, stickers. Managed communication between client and printer to ensure timely delivery.

*Clients include:*

- Habitat For Humanity of Utah County
- Utah County Democrats
- Zions Children of Haiti
- Utah Doula Association

Sep 2006 - Aug 2007

## **Art Director**

*Alan Frank & Associates, Full-Time*

Developed creative and performed pre-press for point of sale collateral such as in-store displays, POS advertisements, business cards, web banner ads, flyers, posters, and billboards. Maintained brand standards for large restaurant chains across the western United States.

*Clients include:*

- Kentucky Fried Chicken
- A&W
- Pizza Hut

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## TECHNICAL SKILLS

### **Adobe Creative Suite (CS2-CS6)**

InDesign // Photoshop // Illustrator // Bridge // Dreamweaver // Flash // HTML

### **Mac & Windows Operating Systems**

OSX 10 - 10.8 (Mac)

XP & 7 (Windows)

### **Microsoft Office**

Outlook // Entourage // Word // Excel // Powerpoint

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## EDUCATION

**Eagle Gate College - Associates in Applied Science in Graphic Design**

**Continuing education**

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