

# Michael Schoepf

## contact

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## professional profile

Graphic designer with over 25 years experience in printing and creative industries. Able to coordinate and form strong relationships with colleagues and clients at all levels; committed team player with excellent organizational and multi-tasking attributes. Creative thinker, highly skilled in the creation and execution of complex projects. Accustomed to performing in deadline-driven environments, consistently delivering projects on time and within budget.

## professional experience

### Freelance Graphic Design 1997 to Present

- Creative services for Golden Enterprises, publisher of Bay County Buy-A-Home, Premier Beach Homes and Real Estate Review of the Forgotten Coast magazines, all time-sensitive publications. Build and maintain digital assets library for customer. Improve filing and tracking procedures for customer.
- Creative services for Harden Enterprises, publisher of Chipley Buy-A-Home, Real Estate Review of the Wiregrass Area, Fort Rucker Rental Guide and Panama City Rental Guide magazines, all time-sensitive publications.
- Variety of creative services for PanamaCityBeach.com and its customers. Build customer websites under the PanamaCityBeach.com brand. Offer value-added services such as logo design, company branding and custom imprinted items.

### Pressman, Hayes Marketing, Inc. 1989-1996

- Produce quality, consistently error-free custom imprinted items for the Optical and Dental trades within strict guide lines and time frames on a variety of equipment such as: AB Dick 360 and 9810, T-51 head, Therm-O-Type thermography units.
- Introduce three new cost-saving processes and six new products.
- Identify areas for improvement and error reduction.
- Employee of the month (2 awards), Customer Service Award.  
Direct company-wide Salvation Army Angel Tree program for 3 years.  
President - Community Service Board.

### Pressman, Warren County School District 1984-1989

- Prioritize, print and package for delivery daily printing orders from 14 district schools.
- Design forms, certificates & special event programs using traditional cut/paste method.
- Manage supply inventories as well as organize supply warehouse.
- Supervise summer-only employees.

## additional experience

### Update Enumerator, Department of Commerce - US Census 2010

- Receive and review materials from Crew Leader at daily meeting. Plan routes to complete time-sensitive task assignments in the most efficient manner. Read and update provided survey maps as needed. Interview households to gather relevant Census information using patience, tact, consideration, logic and sometimes humor. Record results in provided Enumerator Area binder. Check binder for accuracy and completeness, return to Crew Leader.

### Installer, Deluxe Media Management 2009-Present

- Build and install a variety of movie related display materials including lobby standees, posters, floor and window decals. Provide photos of installations via web upload. Adhere to provided installation instructions and deadlines.

## education and licenses

### Hinds Community College, Vicksburg, MS

- A. A. S. Graphic and Printing Communications

### Chipola College, Marianna, FL

- On-line Continuing Education Course: Photoshop

### Hinds Junior College, Raymond, MS

- Offset Printing Program

### Federal Communications Commission

- Licensed Amateur Radio Operator

## technical skills

### Proficient with:

- QuarkXPress
- Photoshop
- Illustrator

### • GoLive

- Adobe Acrobat
- Mac OS
- Windows OS

### Working knowledge of:

- CSS
- Flash
- ZenCart