

Anthony D. Giglio
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EDUCATION

Lake Forest College, Graduated May 2001 Lake Forest, IL
Majors: Secondary Education and Literature
Certified: grades 6-12/Language Arts

Oak Lawn Community High School, Graduated June 1997 Oak Lawn, IL
National Honors Society
Graduated 11th of 350

QUALIFICATIONS

6 Years of graphic design experience
Over 2 years web design experience
3 years management experience.
13 years retail experience
Excellent at working consistently under high stress/demand situations.
Dependable, hard working, and efficient.
Fluent in online sales and marketing.
Skilled with many design applications including:
 Microsoft Office Adobe CS2 & CS3 Design Suites
 Dreamweaver Open Office Suite
 Flash and more...
Skilled with computer and printer hardware including:
 PC construction, maintenance, repair, and software installation.
 Copier, scanner, and fax machine use and basic repair/maintenance.

RECENT WORK HISTORY

Central Washington University Ellensburg, WA
Wildcat Shop
509-963-1353
 Web Design and Online Order Manager, February 2007-present
 ➤ Create and maintain an attractive, functional, current, and interesting web site.
 ➤ Create and maintain an online merchandise inventory.
 ➤ Maintain accurate pricing and inventory levels of merchandise offered online.
 ➤ Direct and supervise multiple student and temp employees.
 ➤ Provide graphic design services for in-store and web displays .
 ➤ Receive, process, and fill more than 2000 online textbook sales for six off campus CWU locations in addition to the main campus per term.

Rainier Signs & Graphix Ellensburg, WA
509-933-3424
 Manager, August 2006-February 2007
 ➤ Oversaw and directed production operations.
 ➤ Completed sign and graphic projects as lead production operator.
 ➤ Created and logged estimates and invoices.
 ➤ Conducted customer consultations to determine project specifications, budgets, deadlines, and accurate quotes.
 ➤ Performed basic bookkeeping (QuickBooks Pro).
 ➤ Provided graphic design services for print, sign construction and web.
 ➤ Maintained accurate and profitable pricing procedures.

Northwest Graphic Imaging

Corvallis, OR

541-753-9406

Production Manager, May 2005-August 2006

- Oversaw production operations.
- Completed sign, graphic, and print projects as lead production operator.
- Balanced the production of multiple jobs simultaneously while still maintaining high quality and accuracy of output.
- Trained and evaluated production personnel.
- Provided customer consultations to determine project needs, budgets, deadlines, and accurate estimates.
- Consulted designers about products, possibilities, and limitations for production of designs.

FedEx Kinko's

Corvallis, OR

541-757-8127

Shipping Specialist, January 2004- May 2005

- Oversaw all aspects of FedEx systems in the branch.
- Trained co-workers in FedEx systems.
- Created materials for training and operational support of FedEx systems.
- Suggested and sold FedEx services to clients.
- Supported and participated in all production, design, and retail operations of the branch.
- Operated and reconciled 2 cash tills per day.
- Maintained detailed shipping records.

Retail Associate, December 2002-January 2004

- Fluent in all day-to-day production, design, and retail systems and operations of a high volume Kinko's retail location.
- Balanced the operation of multiple systems to produce maximum efficiency in document output.
- Provided customer consultations to determine project needs, budgets, deadlines, and accurate estimates.
- Maintained healthy customer, community, and co-worker relations.
- Operated and reconciled 1 cash till per day.

EDUCATION-RELATED EXPERIENCE**Waukegan Public Schools**

Waukegan, IL

Substitute teacher, 2002-2003

- Worked general substitute rotations.
- Hired as permanent substitute for the high school physical education department.

East Middle School

Waukegan, IL

Permanent substitute in the BD department, Spring 2002

- Designed and implemented curriculum/lesson plans for one-on-one instruction.
- Designed and enforced behavior management and behavior modification programs for student.

Waukegan High School

Waukegan, IL

Student teacher, Fall 2001

- Observed veteran teaching staff.
- Administered parent/teacher conferences.
- Created and implemented full unit curriculum for ten weeks.

REFERENCES

For privacy reasons my references are not included here. Please contact me at tony@tonyscraft.com for reference information.