



Jim LaPointe



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EDUCATION

- The Illinois Institute of Art - Schaumburg
Bachelors of Fine Art in Media Arts and Animation
June 2003

- Elgin Community College
Associates in Computerized Graphic Design
2000

TECHNICAL SKILLS

- Adobe Creative Suite
- Adobe Illustrator
- Adobe Indesign
- Adobe Photoshop
- Adobe Dreamweaver
- QuarkXPress
- Esko Artpro / Powerlayout
- Esko Pilot
- Xerox XMPie
- MS Office Applications
- Experience working on both Mac & PC Platforms

TRADITIONAL SKILLS

- Airbrush
- Concept sketching
- Inking
- Marker Rendering

EXPERIENCE

- Planet Fitness

Assistant Manager 8/20-5/21

Member Services Representative 11/19-8/20; 5/21-Current

- New member sales & sign ups
- Ordering & maintenance
- Customer service & staff management

- UnitedHealth Group (OptumRx - Optum Fulfillment Services)

Print Coordinator 1/19-11/19

Business Operations Specialist / Print Fulfillment Specialist 8/17-1/19

- New client implementation: ID cards & welcome kit production.
- Produce mail to member documentation and letters using variable data.
- Internal quality assurance / proofing for department tasks.
- Communication and production with vendors to deliver products timely.

- Thrive Vineyard Church

10/16 – Current

Technology Lead

- Prepare / Organize Sunday morning worship services for live presentation screens.
- Run presentations in a live environment.
- Work with Church leaders to maintain up to date information.

- Douglas Press

08/06 – 11/16

Pre-Press Operator A

- Typeset & produce multiple ticket spreads for a variety of pull tab style casino/lottery ticket games.
- Plot & proof layouts for higher accuracy before sending to proofing department.
- Work fluently on both Mac and PC platforms.