



# JULIE SCHIRO

schiro.julie@gmail.com 

schirodesigns.com 

408.674.3299 

San Jose, CA 

## PROFESSIONAL PROFILE

Talented person with experience in print design who is highly motivated and versatile. Effective team player known for creativity, flexibility, strong problem solving skills and time management. Accustomed to performing in deadline driven environment. Adaptable and willing to learn new technology, programs and styles to achieve desired results. A self-motivated and hardworking employee with an excellent track record of meeting and exceeding productivity targets.

## SKILLS

Microsoft Office:  
Word, Excel, PowerPoint & Publisher  
Interpersonal communication  
Customer service  
Marketing and sales  
Completing projects on time  
Following directions  
Multi-tasking  
Cash handling  
Adobe Software:  
Illustrator, Photoshop, & InDesign

## EXPERIENCE

### Copy & Print Associate

Office Depot/OfficeMax

2017 – 2019

Identifying client project requirements and executing them in either a printed or digital format. Experience printing materials included, but not limited to: brochures, logos, posters, filers, business cards, booklets, newsletters and banners. Knowledgeable in customer service, operating Xerox printers, fax machines, binding equipment, large format printing and laminating machines.

### Sales Consultant

OfficeMax

2008– 2017

Evaluating the needs of customers to give them the office products that fit their needs. Building a trusted relationship with clients so they can rely on us. Verifying the store looks presentable, stacking items so that they are always in eyesight. Ensuring clients leave with a highly satisfied experience.

### Freelance Designer

Confections by Christy

2013-2016

Set up a color scheme and typeset used throughout print and digital formats. Designed several company logos to be used for various projects, labels for packaging, business cards and banners. Photographed products to be published on company website and other social media platforms. Assisted with set up and design layout of website with the use of a client's website builder.

## EDUCATION

### BA Design Studies Minor in Photography

Exhibitions:  
BA Senior Project – 2015  
Image & Idea – 2014  
San Jose State University  
Dean's Scholar  
2012-2015

### AS Computer Applications AA Liberal Arts Certificate – Publishing with Microsoft Office

West Valley College  
With Honors  
2008-2012