Mindy Kirton
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Experience

2013–2021 **Blackrock Canyon Multimedia, Torrance, CA. Graphic print and digital media design.**
Full spectrum work with small/medium businesses and startups. This includes brand management, print materials, web and social media management, e-commerce and email marketing, online and print advertising campaigns, convention displays, packaging, window/vehicle treatments, product photography, illustration, video editing, and monthly bi-lingual communications. The work includes regular product research, copywriting, editing, report management and design consultation.

2012–2013 **Handi Quilter, Salt Lake City, Utah. Graphic print, video, and web design.**
As senior web designer my main responsibility was a complete site redesign project. I photographed and cataloged all company products to create a new print and online catalog, developed new training manuals, and worked on their educational video editing and management. I also designed a set of acrylic rulers.

2004–2012 **O.C.Tanner, Salt Lake City, Utah. Graphic print, animation, and web design.**
I worked with national and international client HR, marketing, and design departments to create employee appreciation materials for their businesses. I created communication materials, provided RFP presentations, and participated in program marketing and new product development. More than half of these clients were from the Fortune 500 list.

2000–2004 **Priority Dispatch Corp. Salt Lake City, Utah. Graphic print, video, and web design.**
I was responsible for the creation of educational materials and marketing for an international 911 training protocol. I created websites, books, brochures, and multimedia training. I also created convention displays, presentations and education materials for the associated National Academy of Emergency Dispatch.

Computer Skills

Proficient on all Mac OS and Windows platforms. Includes all Microsoft and Adobe program suites, web browsers, and a number of sound and video editing programs along with other office applications and work management systems. Online portfolio available: ***http://portfolio.blackrockcanyon.com***

Technical Skills

Print production	**Digital Media**	**Leadership**
Full print media design	UI-UX design/management	Team management
Production/proofing	AJAX, MySql, PHP, CSS	Event/convention planning
Advertising campaigns	Wordpress, ecommerce	Adult education/presentation
Corporate branding	Marketing strategy	Technical writing/lesson plan
Packaging	Social media management	Curriculum design
Photography/lighting	Multimedia advertising	Multi-tasking/time management
Copywriting	Animation	Conversational Spanish
Illustration	Audio/video production	

Education

1997–1999 **Utah State University,** BFA in advertising and graphic design. Cum Laude. Minor in Spanish.

1992-1995 **University of Utah**, Pre-art and undergraduate studies.

Spring 1992 **Bingham High School**, Cum Laude, National Honors Society.