

# TANA SCOTT

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## Relevant Work Experience

**Mammoth Labels & Packaging • Graphics & Account Manager • 5/2021 - Present**  
Prepress and file preparation for digital and flexo printing. Maintain customer relationships and movement of label orders. Anticipate customer needs and communicate with other departments to deliver the best custom label solutions.

**Portospire • Front-End Developer • 4/2019 - 5/2023**  
Build responsive websites through the use of HTML, CSS, and Javascript.

**Flash Global • Control Desk Coordinator • 5/2019 - 5/2021**  
Serve as primary contact for customer escalations, create and facilitate orders & shipments. Communicate between internal departments, customers, and carriers.

**Beluska Graphics, Inc. • Graphic Design & Social Media Marketing • 9/2017 - 5/2019**  
Graphic design and prepress for offset production of automotive print materials, and social media marketing. File & archive completed projects.

**Student Technology Assistance Center • Digital Media Assistant • 8/2016 - 5/2017**  
Tutor students on Adobe CC, Microsoft Office, and 3D printing in individual and workshop settings.

**Totally Promotional • Graphic Design & Sales Internship • 5/2016 - 8/2016**  
Create proofs of artwork for can coolers using Illustrator and adhering to screen printing design specifications.

## Skills

- Prepress/file preparation for digital, offset, flexo, screen printing
- Color management & matching
- Managing project timelines & details
- Designing and creating proofs
- Web design & development
- Collaborating & communicating with different departments and teams

## Software

- Adobe Illustrator, InDesign, Photoshop
- Digital front-end and RIP
- MIS Software for workflow
- Confluence and JIRA
- Microsoft Word, Excel, Outlook, Teams
- WordPress

## Education

Bowling Green State University • 2013 - 2017  
Cumulative GPA: 3.7 • Cum Laude  
Bachelor's of Science in Technology • Major: Visual Communication Technology