

# KRISTY MIZE

ART DIRECTOR | GRAPHIC DESIGNER | ILLUSTRATOR | PRODUCTION ARTIST | PRODUCTION DESIGNER

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## EXPERIENCE

### ◆ Stitches Clothing Company - Project Manager

This role required exceptional attention to detail, strong time management skills, and the ability to work collaboratively within a dynamic team environment and incorporated the following duties:

- ◆ **Order Processing:** Reviewed and processed all portal orders, ensuring accurate communication of client order details to production teams and flawless art processing, minimizing issues or questions from the art department.
- ◆ **Quality Assurance:** Verified the use of correct inks, mesh, and other details to ensure optimal outcomes based on garment types and requested printing methods.
- ◆ **Deadline Management:** Effectively managed time to meet all deadlines, regardless of the daily order volume, maintaining consistency whether handling 15 or 30 orders per day.
- ◆ **Invoice Management:** Conducted final checks to ensure pricing accuracy before invoicing terms payment orders.
- ◆ **Production Updates:** Recorded updates from production by accurately updating mock-ups.
- ◆ **Documentation:** Scanned and digitally filed paper bills and packing lists on a monthly basis.
- ◆ **Team Support:** Assisted the Lead Project Manager with order edits, email orders, and various tasks. Supported the art department with mock-ups as needed.

### ◆ Custom Ink | Production Art Manager, Production Art Lead, Production Artist

**Production Art Manager** - Oversaw team performance by systematically monitoring and enhancing workflow, ensuring quality standards, and optimizing efficiency. Delivered regular, constructive feedback on individual and team performance, promptly addressing any issues that arose. Conducted comprehensive performance reviews and played a pivotal role in the selection and orientation processes for new Production Artists. Actively participated in and led various initiatives and projects within the department.

**Production Artist Lead** - Coached team members, served as a go-to person for questions and advice, assisted in fostering camaraderie, and ensured real-time workflow management for the Art Leadership team.

**Production Artist** - Enhanced customer experience through efficient and accurate redraw of artwork for high-quality prints. Transformed uploaded imagery into print-ready files and adjusted Custom Ink clipart files based on customer requests, maintaining a high level of personal accuracy and work quality.

- ◆ Truckee Meadows Community College | Part Time Instructor - Visual Arts Department
- ◆ Freelance Graphic Design | Graphic and Brand Designer
- ◆ Rasmussen College | Instructor/Program Coordinator - School of Design
- ◆ Various Live Action Short Films | Set Decorator, Art Director, Production Designer
- ◆ 3D Bob Productions | 3D Lighter, Concept Artist, Script Supervisor, Production Assistant

## EDUCATION

- ◆ California State University at Fullerton | BFA, Entertainment Arts for Animation
- ◆ Long Beach City College | Undergraduate Studies for Transfer to CSUF

## SKILLS & ABILITIES

- ◆ Leadership, Mentoring, Training, Art Instructor, Animation, Concept Art, Graphic Design, Illustration.
- ◆ **Software:**
  - Adobe CS: Acrobat, After Effects, Animate, Illustrator, InDesign, Photoshop & Premier Pro
  - 3D Studio Max
  - Microsoft Office - Excel, Power Point, Word
  - Google Suite - Classroom, Docs, Forms, Keep, Sheets, Slides
- ◆ **Operating Systems:**
  - Mac and Windows