



# RANDY RYDBERG

TYPESETTING · PRODUCTION ARTIST

## SKILLS

INDESIGN  
PHOTOSHOP  
ILLUSTRATOR  
DREAMWEAVER  
QUARKXPRESS  
WORD  
EXCEL  
POWERPOINT  
PUBLISHER

## EDUCATION

### GRAPHIC DESIGN

*Denver Institute of Technology*  
1990 - 1991

## I LIKE...



HOCKEY CLASSICAL

## CONTACT

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## ABOUT ME

Reliable hard worker with over twelve years of Mac and Windows experience in desktop publishing, typesetting and photo manipulation.

## JOB EXPERIENCE

### TYPESETTER

*ALPS Creative Fund Services / 2017 • 2018*  
*(Contract job via Robert Half International Inc.)*

Utilized InDesign to typeset data from Word and Excel to produce print-ready financial documents. Adhered to regulatory mailing deadlines while maintaining attentiveness to compliance processes. Worked independently under the general direction of more senior associates.

### GRAPHIC ARTIST

*American Furniture Warehouse / 1999-2001 • 2011 - 2015*

Designed color print advertisements for placement in the Denver Post and twenty publications across Colorado.

### CUSTOMER SERVICE

*First Bank of Arvada / 2003 - 2011*

Responsible for accurate financial transactions, courteous customer service, and maintaining stock of supplies required for all bank operations.

### PRODUCTION ARTIST

*Record Stockman / 1997 - 1999*

Designed print advertisements, maintained web site and database.