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09.14 - present

blick art materials

independent contractor assist store development team with layout and updates **consult** retail locations on merchandising upgrades to increase sales and operations productivity

05.13 - 08.14

utrecht art supplies / blick art materials

1250 I (eye) street northwest, washington, D.C.

general manager transitioned store to new ownership including new operations and computer systems, retraining staff on register, receiving and customer service to create more team work within the staff; monitoring and adjusting store budgeting to increase store contribution **merchandised** store to increase flow, improved use of space, to include new product including reorganization and construction of store fixtures

03.11 - 05.13

plaza artist materials

1594B rockville pike, rockville, maryland

assistant manager reorganized store to create more cohesive flow and clean up overall appearance to create a focal point around frameshop and additional classroom space responsibilities also included managing staff, inventory management, and customer service **merchandising team** member of three person team created by company owner dedicated to organize, unify and brand company appearance, developed a store mapping system to efficiently communicate product location remotely and assist general managers to create cohesive layouts through a visual tool

03.05 - 08.10

blick art materials

1-5 bond street, new york, new york

sales manager [originally operations manager] responsibilities included but were not limited to **personnel development** interview, hire, schedule, motivate, and train talented individuals which increased productivity, cross-selling, and up-selling resulting in an increase of sales by nearly double over four years **procedural efficiency** established systems and logs to streamline day-to-day functions, resulting in increased productivity **merchandising** managed presentation of displays and overall store layout to increase sales and improve appearance and traveled to new locations for store setups and to existing locations for reorganization **event planning** scheduled and coordinated both in-store and targeted audience specific locations for demonstrations and increased brand awareness **extensive knowledge** proficient in the use of materials and other supplies to provide both employees and customers with the ability to execute both simple and complicated projects

01.04 - 03.05

the art store

1-5 bond street, new york, new york

part time sales associate provided friendly and energetic customer service in all departments including cash register, merchandising and stock

09.99 - 06.01

the art store

1-5 bond street, new york, new york

full time sales associate used new education and creativity to provide helpful service while increasing knowledge of all departments and effectively completing tasks and register transactions

11.98 - 08.98

commercial art supply

935 erie boulevard east, syracuse, ny

sales associate three months followed by **floor manager** position

08.10 - 03.11

sign-a-rama d.c.

4200 wisconsin avenue nw #107, washington, dc

design layout and creation of files for print and cut vinyl. **output** produced paper prints on hp inkjet and large-format solvent prints on adhesive vinyl and banner material, or output files to vinyl cutter, applied premask and mounted to substrates such as pvc, aluminum, wood, foamcore, glass and vehicle surfaces

06.04 - 03.05

artisan digital

333 hudson avenue, new york, new york

design creation of files, primarily one-sided posters and back-lits **prepress** adjusting files for output process **color correcting** adjusting file colors to match output to supplied sample **output** production of prints on hp inkjet, dyejet, pigment and large format solvent printers, often multiple prints **finishing** mounting, laminating, trimming, etc. for final presentations

05.02 - 04.04

rosemont press

424 west 33rd street, new york, new york

design creation of layout with provided information and images **prepress** formatting of information for current issues of periodicals; occasional redesign to update appearance of periodicals; making necessary alterations and improvements to verify files for output system **film output** use of an agfa system for inposition and outputting film color separation; maintenance of equipment **stripping** frequent assistance in producing blue prints, color match prints, and plates for offset press output; composition of samples for approval

07.01 - 05.02

dixon and parcels

19 west 44th street, new york, new york

design packaging layout, photo retouching, and original design to bring current products' look and information to date **composite building** construction of three dimensional samples for presentation **web design** creation and editing of company's website using html and java scripting

09.99 - 05.01

pratt manhattan

new york, new york

associates degree in **graphic design**

graduated with honors

09.93 - 05.98

canisius college

buffalo, new york

bachelors of arts in **communication**

