

# Tracy Weiss

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## Professional Profile

Artist and Craftsman with a reputation for efficient planning and problem-solving. Proven experience designing print, web and interactive solutions with an integration of form and function.

## Technical Expertise

Illustration | Print Production | Photography | Motion Graphics  
Scanning and Duplication CD-ROM and DVDs | Photo Editing and Retouching | Typesetting | Silk-screening | Clothing Design

- Adobe CS5 Photoshop Flash
- Adobe Acrobat
- Adobe Bridge
- Dreamweaver
- Lightroom
- Fiery 5
- Web 2.0
- HTML/CSS
- MS Word
- MS Excel

## Work Experience

**Print Lead** – *Digital Printing*  
*Mixonix*, San Francisco, CA

*April 2007 – Present*

- Overlooking printing and binding for large-scale duplication orders.
- Instructed and trained machine operators about best practices for using thermal printers (*Rimage/ Trekk/ Docucolor 5000*).
- Ran assembly machines; set-up equipment to meet standards and specifications for each client order (*Over 40 orders each day*).
- Troubleshoot equipment and printing issues; perform quality checks for placement, adherence, and color variation.
- Coordinate packing and shipping of all product orders (cell wrap; shrink wrap, box and ship, international orders, etc.).

### Owner

*Racy Tracy Designs*, San Francisco, CA  
Products featured in BUST Magazine

*November 2004 – Present*

- Design and create unique, custom made clothing and accessories.
- Closely work with customers to develop custom knits and fittings.
- Receive, organize and fulfill web orders; Maintain bookkeeping and accounting records.
- Packaging and shipping of custom made products.

### Manager | Technician – *Dark Room*

*PhotoWorks*, San Francisco, CA

*July 2000 – November 2004*

- Supervised employees (3-person team); responsible for hiring, on-site training and dismissal.
- Ensured completion of daily tasks. Received, organized and distributed all darkroom orders (*80 – 100 per day*).
- Extended support to Customer Service Center assuring high-quality output.
- Created daily and weekly inventory reports; maintained inventory supplies, restocked and placed vendor orders. Also, copying, filing and other ad hoc projects.

## Leadership and Community Service

Volunteer Greeter and Salesperson – *MadCat Film Festival*

*September 2001 – Present*

## Education

*Web Design and Production Certification*, Candidate, City College of San Francisco (CA) 2012  
*Bachelor of Fine Art*, Photography, Cleveland Institute of Art (OH) 1999