

EMILY BIGELOW

CREATIVE PROFESSIONAL

**TECHNICAL CREATIVE
WITH FOCUS ON
PRODUCTION ART,
STUDIO ART DIRECTION
AND DEVELOPING
WORKFLOW PROCESSES
THAT WORK SMARTER,
NOT HARDER.**

WORK

www.emilybigelow.com

SKILLS

Adobe Creative Suite
Microsoft Office
Image Retouching
Pre-Press and Production
Copy Editing and Proofreading
Catalog Design and Execution
Project Management
Workflow Development
Vendor Relationships

EDUCATION

Ohio Wesleyan University
Bachelor of Arts
Fine Arts / Photography

PRODUCTION ARTIST VMLY&R Commerce | 2016-2022

- Manage the final stages of creative across all clients; includes assignment intake, scheduling, execution, delivery, and archiving.
- Develop and launch workflow processes for the Final Art department in collaboration with account, creative and production leaders.
- Maintain high-level understanding of deliverable needs, create and distribute templates for efficient and accurate file building
- Evaluate, revise or rebuild art files for proper print and digital specifications while maintaining brand integrity and design intent.
- Advise and guide art directors and account executives of all levels on file building specifications and best practices, enabling improved team understanding to achieve a common goal.
- Handle multiple projects each day with tight deadlines and shifting priorities.
- Collaborate with art directors to revise or improve creative as needed.
- Fulfill creative briefs for new and existing projects as needed.

FREELANCE DIGITAL RETOUCHER 2016-2019

DIGITAL RETOUCHER Things Remembered | 2015-2016

- Retouched high-quality images for e-commerce and catalog needs; included intricate outlines, focus compositing, color correction and image clean up
- Collaborated with teammates to determine asset organization and improve workflow processes
- Enhanced digital asset management to track efficiency and improve scheduling

DIGITAL RETOUCHER DSW Inc. | 2012-2014

- Retouched high-quality images for e-commerce; included masking, color correction, complex compositing, shadow creation and image clean up
- Worked with photographers to ensure the best possible final images
- Collaborated with internal teams to document imagery standards
- Produced quality images in a high-volume and fast paced retail environment
- Compiled reports of completed work for activation to sell

DESIGN &

PRODUCTION COORDINATOR Alley Cat Allies | 2009-2012

- Managed the design and printing of projects from conceptualization to completion; included art and print timeline, review process, final production scheduling, and vendor/agency relationships
- Created, updated and proofread design files for new and recurring projects
- Reviewed all pieces for quality control and to ensure brand consistency
- Tracked product inventory for reports and reorders
- Updated the company brand standards manual
- Submitted advertising designs and confirmed invoices
- Managed photography database, including requests and retouching