PATRICK SPENCER

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GRAPHIC, TECHNOLOGY AND DATA SPECIALIST

Specialist with over two decades of experience in graphics, data analysis and technology, I thrive in a team environment. Contributed to many successful initiatives by gaining new skills and accepting new challenges.

Core Strengths Include:

- Prepping graphics for presentation/printing.
- Setup and troubleshooting technology.
- Compiling data into meaningful metrics.
- Collaboration within cross-functional teams.
- Ability to recognize trends.
- Positive influence on team morale.
- Experienced in improving processes.
- Clear and concise communications.

PROFESSIONAL EXPERIENCE

Clerk – The Kroger Company • Lexington, Kentucky (2019 – Present)
- Customer care and ensuring department is properly stocked.

Assistant Site Manager then Technical Specialist – Ricoh-USA • Lexington, Kentucky (2017 – 2019)
- Facilitated major move of printing department and staff offices.
- Began active administration of web based customer order and staff production software.
- Initiated and maintained internal production metric and external customer chargeback reports.
- Learned all processes performed at managed services site and performed tasks on a fill in basis.

Production Art Supervisor – Hunter Manufacturing • Lexington, Kentucky (1995-2016)
- Prepared graphics for printing on screen, offset, digital web, wide format and direct printers.
- Maintained licensed artwork catalog.
- Administered Windows servers and PC/Mac workstations.
- Improved information flow for "Hot Market" orders reducing costs by preventing waste
- Optimized communication acting as an information hub for sales, printing and operations.
- Absorbed workload after staff reductions by improving processes to adapt to change.
- Coordinated "Kanban" system of printed decals.
- Member of Lean Operations Committee. Specialized in technology and safety.

EDUCATION

Bluegrass Community and Technical College • Lexington, Kentucky (Enrolled in Graphic Design Program)
University of Kentucky • Lexington, Kentucky
Lexington Community College • Lexington, Kentucky
Franklin County High School • Frankfort, Kentucky

SOFTWARE EXPERIENCE

- Adobe Creative Suite.
- Internet browsers, email and FTP clients.
- Microsoft Office, Office 365 and SharePoint.
- Most commercially available software.