

Amanda An

Graphic Designer & Digital Media Specialist

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WORK EXPERIENCE

Digital Media & Graphic Design Specialist

PA House Democratic Caucus

Harrisburg, Pennsylvania

July 2024 - Present

- Design and produce print and digital communications including newsletters, brochures, signage, social media graphics, and outreach materials
- Lead production workflows, ensuring brand consistency, compliance, and quality control across deliverables
- Prepare press-ready and web-ready files for print distribution, digital platforms, and displays
- Operate large-format printers and finishing equipment to produce presentation materials
- Collaborate with communications teams and legislative staff to support high-volume projects
- Provide on-site creative support under tight deadlines during legislative sessions

Assistant Supervisor

Kapp Advertising Service

Lebanon, Pennsylvania

December 2023 - January 2024

- Supervised layout department operations, providing leadership and production oversight
- Streamlined workflows to improve efficiency and turnaround times
- Served as liaison between Sales and Design teams to ensure accurate project execution
- Trained and onboarded Graphic Artists and Proofreaders

Graphic Artist

Kapp Advertising Service

May 2015 - January 2024

- Designed retail and classified advertisements using Adobe Creative Cloud (InDesign, Illustrator, Photoshop) for regional publications
- Created production-ready layouts while managing high-volume deadlines
- Conducted proofreading and quality control to ensure publishing accuracy
- Prepared files for print production, including color separations and RIP processing

Advertiser Marketing Coordinator

Kapp Advertising Service

September 2017 - December 2023

- Planned and executed regional email marketing campaigns (E-Blasts)
- Analyzed campaign performance and provided optimization insights
- Maintained advertiser and stakeholder contact databases

Graphic Artist/Fill-In Lead Artist

Advertising Outsourcing Services

Wilkes-Barre, Pennsylvania

December 2011 - September 2012

- Designed advertisements for national newspaper publications
- Created print-ready layouts using Adobe InDesign and Photoshop
- Coordinated with publication representatives to meet production guidelines

EDUCATION

Bachelor of Fine Arts in Graphic Design

Marywood University - Scranton, Pennsylvania

TECHNICAL SKILLS

Design

Adobe Creative Cloud, GIMP, Lunacy, QuarkXPress, Inkscape, Cricut Design Space

Productivity

Microsoft Office, Google Workspace, Campaigner, WordPress

Web & Media

HTML, CSS, FTP, Dropbox, Final Cut Pro, iMovie