

Marie E. Shepard

me.shepard0905@gmail.com • 443.481.9810 (Text Only)
www.marieeshepard.com

Education

Rochester Institute of Technology

School of Individualized Study

Rochester, NY

Bachelor's Degree

August 2022

Major: Applied Arts and Sciences

Concentration: Photography and Criminal Justice

Rochester Institute of Technology

National Technical Institute for the Deaf

Rochester, NY

Associate's Degree

August 2021

Major: Design & Imaging Technology

Concentration: Graphic Production

Related Coursework

Digital Photography I, II

Specialty Graphics Imaging : Printing on various printers

Image Preparation : Retouching, scanning photos

Forensic Photography

Technical Skills

Adobe Creative Cloud: Photoshop, Illustrator, InDesign,

Lightroom, Bridge, Premiere Pro

Microsoft Office: PowerPoint, Outlook, Word, Excel

Enfocus PitStop Plugin

Xitron Sierra Client

Professional Skills

- Exceptional interpersonal communication skills
- Extremely conscientious and well-liked by colleagues
- Strong work ethic, self-motivated
- Able to handle fast-paced environment with strong problem-solving skills

Community Experience

Masquers Drama Club

Rochester, NY • September 2016 - May 2022

President (2017, 2019, 2020, 2021) • Treasurer (2016)

- Managed community events, including the Halloween Bash

Deaf Basketball Association

Rochester, NY • October 2019 - December 2019

Photographer

Deaf Camps, Inc.

Knoxville, MD • Summers 2015 - 2021

Camp Counselor

- Used interpersonal communication with Younger Deaf Camp, Younger ASL Camp, Older Deaf/ASL Camp, and Young Deaf Adult Camp

Work Experience

Telepathic Graphics

Rocky Mount, NC • January 2023 - July 2024

Pre-Press Production Specialist 40 hours per week on-site

Employee of Month - December 2023

- Worked directly and closely with both salespeople and print team to ensure the products meets the customer's requirements
- Prepared the files to be print ready and managed the operation and maintenance of the laser plate-setters
- Set up the files in correct print specifications for digital, offset, and wide format printers according to work orders
- Routinely consulted as an expert to resolve issues with print files prepared by others
- Resolved most print-related production problems and technical issues to include but not limited to color issues, font and overprint for digital and offset printing.

Rochester Institute of Technology

Rochester, NY • September 2019 - May 2022

Computer Lab Assistant Supervisor 20 hours per week

- Responsible for keeping computer lab clean and safe for daily use and monitoring students' computer usage
- Provided high quality and informative customer service to diverse students
- Supervised the periodic inspections and maintenance checks on laboratory equipment, including printers

Water for South Sudan

Rochester, NY • May 2021 - July 2021

Photo Retoucher Intern 20 hours per week

- Organized photos and files in Dropbox Drive by implementing keywords
- Retouched photos

Department of Forensic Sciences

Washington, DC • May 2019 - August 2019

Latent Fingerprint Unit Intern 20 hours per week

- Researched the capturing of latent fingerprints for best image quality
- Discovered how to get better quality of fingerprint ridges without the use of traditional ink for the goal of using digital fingerprint identification
- Communicated and coordinated with various team members on the project

Rochester Institute of Technology

Rochester, NY • August 2021

New Student Orientation

Orientation Leader 15 hours per week

- Welcomed new students to RIT
- Helped new students become familiar with campus life

Rochester Institute of Technology

Rochester, NY • July 2018

Explore Your Future Camp

Community Orientation Leader 15 hours per week

- Coordinated with other orientation leaders to maintain responsibilities and entertainment for students

U.S. Coast Guard Historian's Office

Washington, DC • June 2015 - July 2015

Archive Intern

- Organized photos and files in Archive Room