

# Marie E. Shepard

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## 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