Rick Kitagawa

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WORK EXPERIENCE

06/09 - current *Workshop Instructor* **Paper Source - Fillmore and Marina**
Teaches various crafting skills to students in small classes. Classes taught include case binding, stab binding, relief printing, paper crafting, and wedding related crafting. Creates handouts for students and preps space/materials.

11/2006 - current *Invitations Coordinator/Sales Associate* **Paper Source - Fillmore**
Trained other employees on new designs, products, and services. Tracked and maintained records of all letterpress, embosser, and custom orders for the store. Acted as a design consultant to clients with their own design projects, offered demonstrations on product use, and provided high-level customer service in-person, over the phone, and via email. Exhibited crafting demonstrations and wedding invitation design. Won the store Customer Service award 5+ times.

01/09 - present *Designer/Illustrator* **Little Yeti**
Gives high-level customer service via phone, email, and in-person. Provides graphic design and printing services for wedding invitations. Specializes in custom illustration, design, and non-traditional wedding invitation services. Responsible for all bookkeeping and administrative duties, works directly with independent printers to provide low prices and high quality products.

05/2008 - 12/2008 *Design Associate* **Minted.com**
Provided in-depth customer service to clients via phone and email. Typeset custom wedding invitations and other wedding-related stationery, holiday cards, and offered design advice to customers. Acted as a liason between customers and high-end stationers and design companies. Worked with independent printers to ensure high standards of products and to ensure customer satisfaction. Helped production team during tight deadlines retouching/resizing photos. Reported to the Merchandising Manager and the CEO. Handled 100+ design projects during the holiday season.

SKILLS & EXPERIENCE	SOFTWARE	MEDIUMS
High-level customer service	Microsoft Office	Oil Paint
Interpersonal leadership	Mac OSX	Acrylic Paint
Illustration	Photoshop	Digital
Graphic Design	InDesign	Gouache
Wedding Invitation Design	Illustrator	Watercolor
Web Design	Dreamweaver	Letterpress
Painting	Quickbooks	Intaglio/Aquatint
Paper Crafting	Final Cut Pro	Silkscreen
Book Arts/Screenprinting	Premier	Charcoal
Digital Film Editing		Ink

EDUCATION

1/2007 - Present B.F.A. (in progress), Traditional Illustration/Fine Art Academy of Art University

8/2001 - 5/2006 B.A., Integrative Biology, University of California, Berkeley
minor, Asian American Studies

REFERENCES

Will be provided upon request.