

AMIE VALLE

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PROFESSIONAL SUMMARY

Senior Graphic Production Artist with 25+ years of experience delivering high-volume, production-ready assets across print, digital, and environmental channels. Expert in prepress, file preparation, and scalable asset production systems. Proven track record of managing 15+ concurrent projects, meeting aggressive deadlines, and ensuring 100% spec accuracy. Strong cross-functional partner to design, marketing, and operations teams in fast-paced, deadline-driven environments.

CORE SKILLS

PRODUCTION & PREPRESS

Print production • Preflight & file setup • Color management (CMYK & RGB) • Mechanical builds • Large format / OOH production

DESIGN PRODUCTION

Layout execution • Asset versioning • Typography systems • Multi-format adaption • Grid-based production

WORKFLOW & SYSTEMS

High-volume production pipelines • Asset management • Version control • Production scheduling • Process optimization

TOOLS & TECHNOLOGY

Adobe Creative Cloud (Photoshop, Illustrator, InDesign, AfterEffects, Premier) • Figma • Canva • HTML/CSS • Asana • Trello • Slack • Google Workspace • Office 365 • QuickBooks

QUALITY & COLLABORATION

Proofing • QA/QC • Brand compliance • Spec validation • Error reduction

PROFESSIONAL EXPERIENCE

Managing Partner / Senior Graphic Production Artist – Mayazteca Studios, LLC | 2017–2025

- Produce and deliver production-ready assets across print, digital, and broadcast channels with strict adherence to technical specifications.
- Prepare, preflight, and package files for printers, publishers, and external vendors, ensuring accuracy in color, resolution, and formatting.
- Manage end-to-end production workflows, including scheduling, asset tracking, and version control across multiple projects.
- Collaborate with cross-functional stakeholders to translate design concepts into final, executable deliverables.
- Standardize production processes and documentation, improving efficiency and reducing errors.
- Mentor junior designers on production standards, file setup, and prepress best practices.

Project Administrative Assistant & Graphic Production Support– CANA (NIH Program) | 2024–2025

- Produced digital and web-based assets supporting research communications and public-facing initiatives.
- Managed website production, updates, and asset deployment.
- Built structured documentation and tracking systems for deliverables and workflows.
- Coordinated timelines and deliverables across stakeholders to ensure on-time execution.

Graphic Production & Digital Media – Freelance | 2001–2017

- Executed high-volume production of marketing assets including transit ads, posters, social media graphics, and web content.
- Adapted creative assets across formats and platforms while maintaining brand consistency and technical accuracy.
- Built and maintained websites, ensuring proper asset optimization and formatting for performance.
- Developed presentation and motion graphics for live events, broadcast, and digital use.

KEY IMPACT

- Delivered production assets for 50+ clients across marketing, advertising, and digital platforms
- Managed 15+ simultaneous projects, consistently hitting tight and shifting deadlines
- Produced high-volume, multi-format deliverables (print, digital, OOH, broadcast) with strict spec accuracy
- Built and maintained production workflows and asset tracking systems to improve efficiency and consistency

ADDITIONAL TECHNICAL CAPABILITIES

Large-format production • Environmental graphics • Marketing collateral systems • Presentation design • Motion graphics • Vendor management • Budget tracking

EDUCATION

Bachelor of Fine Arts, Web Design/New Media – Academy of Art University, San Francisco, CA