

STEPHEN TIERNEY

Pen Argyl, PA 18072

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DIGITAL PRINTING | GRAPHIC DESIGN | CNC PRECISION MACHINING

Graphic Designer, Digital Printing Specialist, and Army Veteran leveraging 17+ years of proven experience in creative design, form development, and pre-press processes. Possesses a comprehensive background in complex machine operation, maintenance of analog and digital equipment, and attention to detail. Responsible for equipment valued at \$8.9M while managing time expectations and quality assurance. Offers extensive knowledge of designing, building, and maintaining pre-press files, content creation tools, and collaboration with vendors. Demonstrated history of producing high-quality project results and an innate talent for quickly mastering technology and new concepts.

- Pre-Press
- Vendor Management
- Audio-Video Production
- Digital Printing
- Large Format Printing
- Adobe Creative Cloud
- PowerPoint Design
- Web Design
- Form Design
- Photography
- SharePoint
- CNC Lathe-Mill
- Manual Lathe-Mill
- 3D Printing
- OSHA Certified

EDUCATION | CERTIFICATIONS

Bachelor of Arts (B.A.) Media Arts | New Jersey City University

Web Design Diploma | Art Institute of Pittsburgh

Digital Design Diploma | Art Institute of Pittsburgh

CNC Precision Machine Tool Technology Certificate | Lehigh Career & Technical Institute

TECHNICAL COMPETENCIES

Operating Systems: Macintosh OS 14 Sonoma | Microsoft Windows 11

Graphics & Multimedia: Adobe Creative Cloud

Software: Microsoft Office Suite 365 | SharePoint

Programming Languages: HTML | CSS | G-Code

PROFESSIONAL EXPERIENCE

Guardian Life Insurance – Bethlehem, PA

2007 – 2024

Digital Pre-Press Specialist (2013 – 2024)

- Designed collateral for print maintaining the company's brand standards. Pre-pressed digital files for printing at print vendors. Acted as a liaison between print vendor and customer.
- Created the department SharePoint site to maintain accurate and current files servicing over 100 employees.
- Conducted invoicing and payments with current vendors to maintain accurate and up-to-date accounts and payments; managed over \$700K in transactions with zero discrepancies.
- Designed insurance forms for company distribution reaching over 50,000 new customers; increased the accuracy of customer information by 10% with updated forms.

- Developed and improved new standard operating procedure manuals for the department.
- Coordinated mass mailings and data merges containing sensitive and personal information.
- Covered as an essential employee in the mail department during the Covid pandemic, managing all shipping/receiving, regular mail processing, and performed check processing operations.

Digital Printing Specialist (2007 – 2013)

- Oversaw the operation and maintenance of the digital print shop with equipment valued at \$500K.
- Designed materials for print and adhered to all company standards in branding and information compliance.
- Established pre-press of digital files and coordinated with the print shop to finalize the production process.
- Operated printers, binders, booklet makers, cutters, pallet jacks, and envelope insertion machines.

United States Army – Various Locations

2002 – 2006

M1A1 Tank Crewman

- Maintained and operated a \$8.9M battle tank with zero loss or damage.
- Coordinated navigation efforts with 3 team members to determine the destination and optimize route.
- Utilized equipment and radio systems to communicate with senior leaders and receive updated orders; followed leadership intent with 100% accuracy.
- Two combat deployments in support of Operation Iraqi Freedom; maintained safety compliance and protocols with all equipment and navigation processes.
- Honorable Discharge with several awards.