

THEO RINDOS

theorindos.com | 406.600.3561 | theorindos@gmail.com

- Experience**
- Labeling Specialist, *LeMaitre*, Burlington, MA, January 2021 – Present**
- Develop packaging and labeling for medical devices that is brand consistent, user friendly, and regulatory compliant.
 - Work closely with production to develop, maintain, and improve upon processes.
 - Manage documentation that is accurate, justified and approved by responsible multi-disciplinary team members according to established procedures.
 - Ensure high attention to detail and accuracy for copy and formatting through development and release stages.
 - Work closely with outside vendors to develop packaging components. Process document control changes through internal quality system.
 - Responsible for coordinating with cross functional teams and planning efficient use of resources to meet deadlines for new product releases and product updates.
 - Coordinate internal design, engineering and writing resources to ensure timely completion of packaging/labeling design.
- Senior Packaging Design Manager, *Jay Franco and Sons*, New York, NY, April 2019 – January 2021**
- Manage multiple, high-volume, 150,000+ unit projects with overseas partners and factories to maintain accuracy and rapid turnaround, averaging 60 days from concept to store arrival
 - Supervise the technical development of the packaging and product assembly processes for 18 retail accounts
 - Lead management of all international accounts
 - Advise and mentor junior team members
 - Oversee the packaging team when Director is absent
- Packaging Design Manager, *Jay Franco and Sons*, New York, NY, October 2017 – April 2019**
- Responsible for 10+ retail accounts, all of which require knowledge of the retailer's design, display and safety guidelines (examples include: domestic and international warehouse clubs, national pharmacies, clothing, and grocery stores)
 - Design packaging for 50+ household products, including bedding, bath, storage, and small housewares
 - Assemble and review all packaging copy and sewn-in labels to ensure compliance with international and domestic testing and safety regulations
 - Design packaging with multiple entertainment licenses and adhere to their strict branding style guides
- Product and Packaging Designer and Illustrator, *Amscan*, Elmsford, NY, 2016 – 2017**
- Was responsible for all phases of product and packaging design for Disney, Universal, Nickelodeon, Marvel, and Warner Bros. branded products
 - Communicated daily with international partners to ensure all products were produced accurately and consistently met the highest standards
 - Created original illustrations
 - Designed 3D games and puzzles
 - Designed dielines and press sheets
- Skills** Project management, documentation management and quality control systems (Master Control), familiarity with Packaging ISO 28219:2017, label development and printing, prepress and large format printing, booklet production printing and machine maintenance (Duplo, Konica Minolta), Adobe Creative Suite, hand and computer illustration, digital photography [shooting, editing, retouching], video production and editing, proficient in Microsoft Office [Word, PowerPoint, Excel]
- Education** BFA Graphic Design, May 2014, Montana State University, Bozeman, MT
Study Abroad Program - Pieve International School, February – May 2014, Perugia, Italy
The Marvelwood School, Kent, CT
- Awards** Montana State University Bronze Pencil Award, Excellence in Illustration, 2013
Montana State University President's Annual Holiday Card and Stationery Award, First Place, 2013
Montana Student Gold ADDY Award, Ad Campaign, 2012
Montana Student Gold ADDY Award, Illustration, 2011
- Portfolio** www.theorindos.com

