

Mike Hughes

Production Designer | Production Artist

Remote or Hagerstown, MD | 240-520-3761 | contact.mike.hughes@gmail.com | [linkedin.com/in/mikehughesdesign](https://www.linkedin.com/in/mikehughesdesign)

SUMMARY

Designer for InDesign templates and long documents: manuals and guides, proposals, catalogs, calendars and magazines. Prepares and revises files for print and digital from existing artwork, and has worked remotely. Based in Hagerstown, MD; available now for full-time, contract or part-time work.

SKILLS

- **Software:** Adobe InDesign (Adobe Certified Professional), Illustrator, Photoshop, Acrobat Pro (fillable PDF forms), Adobe Workfront, Asana, RFPIO
- **Production:** templates, document updates, fillable PDF forms, file preparation from existing artwork (bleed, links, fonts, color mode, packaging), proofing
- **Publications:** proposals, catalogs, calendars, magazines, line cards, long documents

EXPERIENCE

Sodexo (Cella contract, then staff) | Feb 2018 to Sep 2024

Graphic Designer (Cella, contract), Feb 2018 to Feb 2022; promoted to Senior Graphic Designer (Sodexo staff), Feb 2022 to Sep 2024

- Built the InDesign template system the whole team used.
- Loaded and cataloged image assets in RFPIO for the proposal team.
- Served on Sodexo's committee researching AI tools for proposal production.
- Laid out 100+ page proposals and 300+ page documents on tight deadlines.
- Go-to person for broken files; proofed each file for technical errors before release.
- Designed 100+ infographics that turned dense data into clear visuals.
- Laid out manuals, guides and fillable PDF forms alongside proposals.

Owner (part-time), Ugly Warthog, web design for trade businesses, 2024 to present

EARLIER EXPERIENCE

Three Marketiers, Hagerstown, MD. Lead designer and production, to 2017.

- Built and produced Northeastern Exposure and AD Today magazines, calendars and line cards.
- Reworked client ads to press specs; managed layout, proofing and file preparation from intake to press.

EDUCATION

B.S., Communications (Graphic Design and Journalism), Washington Adventist University

CERTIFICATION

Adobe Certified Professional, InDesign