

clara lhotak

education

ACADEMY OF ART UNIVERSITY

M.A. Graphic Design
2017 - 2019

SAN JOSE STATE UNIVERSITY

B.A. Psychology
2011 - 2015

skills

Illustrator
Photoshop
InDesign
XD
Front End Development
Hand Lettering
Illustration

about

A graphic designer and self-proclaimed jack of all trades with over 4 years experience in the food manufacturing industry seeking challenging, stimulating, and meaningful creative work. My diverse background and experiences lends itself to my work and ever-changing hobbies in that I approach things from various facets—but the end result is always genuinely, passionately, and relentlessly 100% me.

experience

ORGANIC SPICES INC. dba SPICELY ORGANICS

Product Manager & Graphic Designer

December 2021 - Current

Oversaw a category-leading 200+ item portfolio, including multi-outlet artwork, photography, and sale analyses. Duties included creating and revising artwork for packaging, web, print, and social media conforming to brand standards and specifications, developing new products alongside the Senior Marketing Manager including two innovative products and a private label spice line, analyzing category sales data using SPINs to assist in marketing campaigns and distribution planning, and providing support to the Sales team in the form of category review presentations for regional and national food companies. Also maintained the blog, including content and recipe development, and worked closely with a third party social media vendor to strategize for and develop social media content.

Quality Assurance & Purchasing Support

December 2018 - December 2021

Ensured all operations and raw materials met standards set internally and by regulatory authorities. Duties included developing and reviewing quality and safety systems, plans, and policies, managing audits by third-party inspectors, and handling all customer and regulatory contact and concerns of quality and safety. Provided support to the Purchasing Director by maintaining inventories and purchasing all product packaging and labels.

Warehouse Manager

June 2018 - December 2018

Oversaw the daily operations of a warehouse, including all shipping and receiving while supervising a team of up to four people. Duties included processing invoices, preparing and shipping orders, ERP monitoring, and maintaining warehouse inventory.

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