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EYEGLASS COLLECTOR



CASUAL GAMER



DOG MOM

SKILLS



ADOBE CREATIVE SUITE



WEB DESIGN



COMPUTER NETWORKING



MICROSOFT OFFICE SUITE



MULTI TASKING



COLLABORATING



CREATIVITY



OPTIMISM



EXPERIENCE



MANAGER/DESIGNER

Worked one on one with customers on development of highly customized graphics, layouts, and production of a variety of materials including logos, signage, tradeshow, vehicle wraps, and printed medias. Sent art proofs for approval and tracked customers deadlines to meet fast turnaround demands. Implemented and managed company social media account, re-brand, and website updates. Answered customer inquiries about signage needs, including writing estimates, procuring products, and following up on sales. Rebuilt company CSR system, including re-evaluation of pricing margins on all available products. Responsible for daily close out reports and managing a staff of six. Assisted with production, site visits, and accounting as need.

LEAD GRAPHIC DESIGNER / MANAGER

Answered work orders generated by sales staff to design graphics and proofs for customers on signage materials including tradeshow, vehicle wraps, signage, print media, and other environmental graphics. Pre-pressed files for production team. Managed two secondary designers. Attended networking events monthly. Assisted with sales, estimates, phones, closeouts, and production.

DESIGN INTERN

Created simulated designs for sales team to take to client sales meetings. Designs consisted of bus wraps, billboards, and bus interior advertising. Printed and prepared presentation boards for appointments. Assisted the Marketing director with office tasks.



MARKETING SPECIALIST/DESIGNER

Worked with marketing team on development of brand. Responsible for designing product brochures, material data sheets, newsletters and other print materials. Updated company websites, trade publication sites, and web advertising. Used Google analytics to track website use and target new sales leads. Created and sent monthly email marketing and class registration. Managed company customer database using ACT software. Answered company in-house requests for business cards, data sheets, presentations and marketing packets. Created sales packets that included material samples, MDS materials, and tutorial videos. Assisted in video and photography shoots.

GRAPHIC DESIGNER

Designed art for signage, and adapted customer files to cut-vinyl layered formatting. Created and sent proofs to clients for approval. Preflighted files for production. Learned and utilized Gerber software for cut vinyl graphics. Did as needed production (weeding, building banners, signs, etc). Assisted with implementation of new digital printing equipment.

EDUCATION

BACHELOR OF FINE ARTS

The Art Institute Of Seattle
Graphic Design Focus
Summa Cum Laude
2005