

key attributes

- Dedicated and respected designer with four years professional experience
- Strong project and client management skills, excel in high-volume and high-pressure environments
- Team-oriented with ability to take direction and lead others
- Determined to succeed and strive for professional growth

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work experience

Graphic Designer

The Creative Group; Contractor for Edward Jones, August 2007-Present, St. Louis, Missouri

- Recreated ads and flyers to upload to the AdBuilder system for ease of use to financial advisors
- Designed ads, flyers and sales aids for financial advisors and in-house use
- Designed brochures for company sponsored events
- Prepared files for offset printing using Quark 7; communicated proofing and printing with print buyer
- Worked closely with the marketing department in a team-oriented environment to ensure the AdBuilder project was complete by deadline

Graphic Designer

The Performance Institute, March 2007-July 2008, Arlington, Virginia

- Revamped the visual identity of the Administrative Management program, a training session held by The Performance Institute
- Developed brand identity for the Government Business Council, a division of The Performance Institute
- Designed brochures, direct mail pieces and ads for conferences and trainings
- Prepared files for offset printing using InDesign; communicated and managed proofing and printing with vendor
- Worked closely with the marketing department in a team-oriented environment to ensure projects are completed by deadlines
- Created online ads, using Photoshop, for several conferences
- Conceptualized ideas with other designers for marketing collateral

Staff Designer

HomeVisit Productions Inc., August 2004-March 2007, Alexandria, Virginia

- Worked closely with clients to meet their design needs; established trusted client relationships
- Managed account for the company's top client, Washington Fine Properties, a former Sotheby's affiliate
- Revitalized the visual identity of Washington Fine Properties' semi-annual newsletter
- Responsible for executing marketing campaigns for Coldwell Banker Previews luxury divisions in the Mid-Atlantic and Los Angeles
- Team leader who provided training to Junior Production Representatives while in a high-pressure environment
- Designed advertising for *Bethesda Magazine*, *The Current Newspaper* and *The West End Guide*
- Prepared and proofread files for digital in-house printing in both QuarkXpress and InDesign; worked closely with the post production department to consistently meet deadlines

education

Bachelor of Fine Arts in Graphic Design, Minor in Art History, Certificate in Photographic Studies

May 2004, University of Missouri-St. Louis

Associate in Fine Arts with emphasis in Graphic Communications

May 1999, St. Louis Community College Meramec

digital skills

- Comfortable working in Macintosh and Windows platforms
- QuarkXpress 7, InDesign CS3, Photoshop CS3, Acrobat 8, Illustrator CS2, PageMaker 6, Microsoft Word