

Graphic Designer with formal multimedia training, exceptional attention to detail and excellent communication skills. Able to manage and implement multiple projects, comfortable working as part of a team or independently. Superior design skills in page layout, information design and typography. Strong understanding of interactive technology and branding standards.

Personal Skills

- Adept at communication through visual means
- Resourceful problem-solver
- Quick and eager learner
- Passionate about creative ideas and brainstorming
- Able to meet aggressive deadlines
- Manage and organize multiple large-scale projects
- Knowledge of color theory
- Excellent writing skills

Proficiencies

Design Applications

Photoshop
ImageReady
Illustrator
InDesign
Acrobat
LiveCycle Designer

Non-design Applications

Microsoft Office Suite

Operating Systems

Windows NT/XP/Vista
Mac OSX

Working Knowledge of

Director
Dreamweaver
Flash
MySQL Database
phpMyAdmin
HTML, PHP, CSS
ActionScript, Lingo

Work Experience

Prudential Real Estate and Relocation Services, Inc.

August 2007 – Present

Graphic Design Specialist

Took initiative to bring creation of the look and feel for internal conferences and events in-house. Worked closely with events team to produce tradeshow booth graphics for internal and external shows, including art direction for freelance graphic needs. Designed marketing brochures, one sheets, PowerPoint templates, posters, invitations and other literature to be used in local advertising and recruitment efforts in international offices. Developed product and service identity systems and created cohesive looks for all related literature.

Girl Scout Council of Greater Long Beach

January 2007 – August 2007

Web and Graphic Designer

Continued previous duties of website and eNewsletter management and implemented analytics tracking, took responsibility for all aspects of brand management and usage, created print materials, including invitations, flyers and miscellaneous collateral, for various events and fundraisers. Designed and created several annual, semi-annual and quarterly event and training class catalogs; analyzed usage of catalogs and re-organized for easier understanding, which led to higher accuracy in form completion by parents and volunteers. Managed, designed and produced annual report. Provided minor IT assistance and receptionist duties, as required.

Girl Scout Council of Greater Long Beach

October 2005 – January 2007

Communications Specialist

Gathered and organized website content, including Graphics Guideline and brand protection criteria from corporate and communicated with PR firm to rebuild website. Implemented database-driven calendar and utilized dynamic technologies throughout website to advertise upcoming events. Increased target audience visitation through ease of navigation, organization and abundance of current, relevant content. Created interactive PDF forms, which increased data entry accuracy for staff and decreased effort to fill out forms for volunteers and parents. Realized disbursement of five quarterly eNewsletters, including newsletter design, construction and compatibility, and collection and management of e-mail addresses in database.

Creative Imaginations

December 2004 – February 2005

Intern

Hired for layout and mock-up abilities. Designed arrangements for product presentation boards and mock-ups for trade show. Increased product appeal and visibility through flowing, organized layouts. Designed and created digital sample pages for product catalogs distributed at tradeshow and mailed to retail stores to increase sales.

Education

Bachelor of Science, Multimedia Design Technology

Summa Cum Laude

Mount Sierra College, Fall 2006