

Innovative, adaptable, and ambitious **designer** and project coordinator with 4 years combined experience in print production, coordination and management.

11 . 08' – present

ModernWhole, Designer

Design and develop brand identity and collateral , including logo development, flyers, Stationary, brochures, annual reports and websites.

09 . 07' – 11 . 08'

Pennebaker, Account Services Manager

Managed several accounts involving large-scale rebranding and design projects. Maintained clear, consistent communication between clients and designers, ensuring a quality, on time product. Organized and implemented a system for proofing and review to avoid errors. Established strong client relationships for future business.

09 . 06' – 07 . 07'

Harcourt Achieve, Design Project Coordinator / Designer

Designed and produced ancillary material for teacher classroom tools.

Remedied major unforeseen vendor limitations in successfully tracking, collecting, and updating 1,100 pieces of art by brainstorming and collaborating with design team members. Efficiently and accurately proofed art work and visual design elements through dedication to learning and improving the proofing process.

Identified and resolved major prototype issues by seeking and maintaining open, clear communication with several other departments as well as the vendor.

12 . 04' – 12 . 06'

Artist / Illustrator Assistant, Blue Crow Studio

Increased sales and improved business relationship by consulting and maintaining dialogue with vendors and customers. Created and managed production of advertising pieces (brochures, mail-outs).

Education

St. Edward's University - Austin, TX

Bachelor of Fine Arts, Graphic Design
Graduated with a 3.97 GPA, Summa Cum Laude

Skill Set

Software

Proficient in Adobe Photoshop, Illustrator, InDesign, Acrobat Pro. Clients & Profits and all Microsoft Office Applications. HTML, (X)HTML, CSS.

Effective communicator

Expertise in visual, verbal and written communication and ability to utilize communication to develop strong inter and intra office relationships.

Detail-oriented multi-tasker

Able to balance competing priorities and deadlines while maintaining superior quality of work.

Dynamic problem-solver

Adept at using available resources efficiently in order to complete tasks with difficult parameters.