



13623 Stepney Lane, Chantilly, VA, 20151
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Experience

Self-Employed Graphic Designer

April 2013 – Present

Innovative graphic designer generating eye catching marketing collateral that enhances organizational image and cultivates sales. Articulate leader collaborating with clients to devise brochures, website graphics, ads, newsletters and much more. Detail-oriented with exceptional command of the Adobe Creative Suite, and driven to avoid being beaten by the ever-changing web landscape. Esteemed creative professional advancing thriving creative profession as a woman-owned small business.

The Carlyle Group

September 2011 – April 2013

Corporate website content management, Drupal. Conference presentation management for 6+ conferences per year, 20-50 presentations per event. Management and coordination of 30 page corporate citizenship report. Tracking and management of quarterly reports. Digital and e-marketing, print ads, photo manipulation.

Jones Lang LaSalle

August 2005-May 2011

90% Web and e-Marketing design and implementation as well as concept and layout of several print projects. Branding, concepting, layout, design, production and direct vendor interaction on all print projects. Photograph interior and exterior real estate properties for print and web projects. Management of all client websites and hosting as well as Jones Lang LaSalle external website. Management and execution of all Jones Lang LaSalle e-blasts and digital marketing pieces. Assisted in training staff to use Jones Lang LaSalle marketing templates and requesting digital e-blasts for internal brokers.

Capitol Advantage

June 2005-August 2005

Contract graphic artist responsible for concept, design, layout, prepress and web design. Also vendor coordination for the completion of print projects.

The Creative Group

April 2005-June 2005

Freelance artist responsible for primarily layout, production and pre-press needs.

Capital Source, LLC

May 2004-April 2005

Senior Graphic Artist responsible for concept, layout, design, proofing, production of print and web (HTML) projects. Establishment and maintenance of new and existing vendor relationships. Other responsibilities include project management, trafficking and development of numerical cataloging system for all projects.

Boss Staffing & Profiles Placement

May 2003-May 2004

Concept design, layout and production of various design pieces in different situations dictated by the client in need.

Independent Freelance Contracts aside from Boss & Profiles

Concept design, layout and production of various design pieces including outdoor signage, branding, logo creation, brochures, etc. Direct interaction and relationships with printers and other vendors. Independent art direction and execution of many digital and film-based photo shoots.

American Society of Training & Development (ASTD)

February 2003-May 2003

Responsibilities included project management, scheduling deadlines, design, layout, & production of various projects including conference materials, buckslips, publications, ads, web banners, online information kits, direct mail, posters and various other jobs.

Return on Investment, Inc. (ROI Advertising)

September 2000-February 2003

Responsibilities included design, layout and production of logos, collateral materials, advertisements—both in newspaper and magazine, e-mail marketing, websites, packaging and billboards. Work with various clients, vendors and printers in coordinating completion of projects.

Education

**Bachelor of Fine Arts in Graphic Design with a
Secondary Concentration in Fine Art Photography**

1996-2000

Graduation date: May, 2000
Bowling Green State University
Bowling Green, Ohio, US
Bachelor of Fine Arts

Skills

Print (*Currently MAC environment, and in most of my past corporate life-PC environment*)

Adobe Photoshop CC
Adobe InDesign CC
Adobe Illustrator CC
Microsoft Word
Microsoft Excel
Microsoft Power Point

Web

WordPress
(Past) Adobe Dreamweaver CC (HTML/CSS)
(Past) Adobe Contribute
(Past) Experience in XML modification

Web coding is not my area of expertise, so I prefer to work with a developer in tandem.

Extra Bonus

Proficient with the use of a manual camera, both film (*now I'm dating myself*) and digital. Highly skilled in execution with ability to quickly learn new programs and applications. Work well independently and in teams. Organized, logical, deductive thinker and a fast learner. Can also parallel park like a boss.

References

Available upon request.