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EDUCATION

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

Bowling Green
State University
Bowling Green, Ohio
Graduation: May, 2000

CAREER SKILLS

Adobe Photoshop CC
Adobe InDesign CC
Adobe Illustrator CC
Microsoft Word
Microsoft Excel
Microsoft Power Point
Keynote
Canva
Asana

EXTRA BONUS

Proficient with the use of
a manual camera, both
film (now I'm dating myself)
and digital. Highly skilled
in the 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.

CAREER GOAL

My ultimate goal, as a freelance graphic designer, is to establish the kinds of relationships where clients see me as a partner, rather than a vendor. I am just as invested in the success of their company as they are. When they succeed, so do I. There is no situation I can think of where that is not a win-win.

WORK EXPERIENCE

Self-Employed Graphic Designer

April 2013 – Present

Graphic Designer responsible for generating eye catching marketing collateral for an extensive list of clients. An articulate leader collaborating with clients to design brochures, website graphics, ads, newsletters and much more. Detail-oriented with exceptional command of the Adobe Creative Suite, Microsoft products, Canva and web-based tools like Asana. Esteemed creative professional advancing thriving creative profession as a woman-owned small business.

The Carlyle Group

September 2011 – April 2013

Senior Graphic Designer responsible for 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

Senior Graphic Designer responsible for 90% Web and e-Marketing design and implementation as well as concept and layout of print projects. Branding, conceiving, layout, design, production and direct vendor interaction on all print projects. Photography for interior and exterior real estate properties. 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, pre-press and web design. Vendor coordination for the completion of print projects.

The Creative Group

April 2005-June 2005

Freelance Graphic 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

Contract Graphic Artist responsible for 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

(Now called Association for Talent Development) Contract Graphic Artist responsible for 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

Junior Graphic Designer responsible for design, layout and production of logos, collateral materials, advertisements—both in newspaper and magazine, e-mail marketing, websites, packaging and billboards. Collaborated with various clients, vendors and printers in coordinating completion of projects.