



PROFILE

I am an independent graphic designer with over 8 years experience who loves to find design opportunities wherever I can, be it in a team or solo. I use my skills learned as an artist, along with my organizational and management skills, to become a better graphic designer helping bottom-line driven clients reach their goals

TECHNICAL SKILLS

CREATIVE CLOUD	●●●●●	WORDPRESS	●●●●●
HTML	●●●●●	MS OFFICE	●●●●●
CSS	●●●●●	OS/WINDOWS	●●●●●

ADDITIONAL SKILLS

advertising & marketing • editorial design • copy editing • logo design • academic illustration • photo editing • photo manipulation • social media management • content management systems • photography • video editing

EMPLOYMENT

July 2011 — present

Independent Contract Graphic Designer

- Designed and developed marketing materials for local businesses and school districts, maintaining consistency across media in integrated campaigns
- Communicated with clients to develop custom advertisements and marketing collateral
- Projects included logos, flyers, posters, full size banners, and page layouts
- Maintained and sustained long-term client relationships through continued support and easy accessibility for rush projects

Trinity University
 Sept 2014 — present

Classical Studies Department Manager

- Revamped promotional materials including flyers, newsletters, and information packets, resulting in increase of both donors and majors
- Streamlined the budget, making it more cohesive and easing the department chair's responsibilities
- Effectively maintained multiple academic programs simultaneously
- Coordinated large events with over 100 attendees
- Kept a busy department of 8 full time faculty running smoothly, ensuring course schedules, travel arrangements and reimbursements, and guest speakers arrangements were completed quickly and efficiently

Trinity University
 Sept 2012 — Sept 2014

IRBM Program Coordinator

- Balanced and maintained five year National Science Foundation (NSF) grant budget for Integrated Research in Biomathematics (IRBM)
- Managed the IRBM program, including supervising student workers, designing and producing IRBM graphics, maintaining IRBM website, and planning program events
- Provided administrative support for an academic program and Math Department of 10 full time faculty

EDUCATION

Trinity University
 Communication Concentration

University of Colorado, Boulder
 Bachelor of Arts, Classical Studies (Minor in Fine Arts)
 Study Abroad, Athens, Greece