

SUMMARY OF QUALIFICATIONS

Creative design professional with significant experience planning, directing, and coordinating projects; maintains portfolio and logs of produced work. Energetic team player and leader; excellent interpersonal, verbal, and written communication skills; essential in conceptual development of design projects. Quick-learner with excellent time management ability to oversee multiple projects, organization, scheduling, budgeting, and implementation; superb attention to detail.

SCHOOL

(I learned it.)

AAS GRAPHIC DESIGN

*Kalamazoo Valley
Community College, Kalamazoo, MI
2011*

COURSEWORK IN BUSINESS

*Western Michigan University
2006-2007*

EXHIBITS

(I showed it.)

SNAPSHOT

*Anna Whitten Hall, April 2010
Collaborative*

CINQUE ARTISTI FEMMINILE

*Comensoli's Bar and Bistro, May 2010
Collaborative*

MEMBER

ALPHA LAMBDA DELTA HONORS SOCIETY

Western Michigan University, 2007

SKILLS

(I've got 'em.)

SOFTWARE:

*Illustrator
InDesign
Photoshop
Word
Excel
Powerpoint*

WORK

(I worked it.)

LEAD GRAPHIC DESIGNER

LIFE EXPRESSIONS DECOR

Holland, MI / 2010 - Present

Life Expressions Décor is a home décor company offering unique design, including vinyl lettering, graphics, handcrafted wooden boards, car decals, and business.

- » Create all corporate identity collateral and marketing materials.
- » Design a library of typographic wall art for future company use; prioritize and manage multiple projects with tight deadlines.
- » Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
- » Determine size and arrangement of illustrative materials and select style and size of type.
- » Confer with clients to discuss and determine layout design; work with independent consultants to create requested sayings or graphics.
- » Develop graphics and layouts for products, illustrations, and logo; work with web designer to maintain current branding.
- » Create and improve layouts per customer requests; use Adobe Illustrator to generate new images.
- » Maintain archive of images, photos, or previous work products in Excel.
- » Prepare notes and instructions for workers who assemble and prepare final layouts for printing.

PRINT PRODUCTION ARTIST

FIRSTBANK CORPORATION

Alma, MI / 2011 - 2012

Firstbank Corporation is a 5-bank holding company using a multi-bank charter format with assets of \$1.5 billion and over 50 banking offices located in central, southwest, and northeast Michigan

- » Maintained consistent brand identity across all created materials, including print ads, web banners, product brochures, and in-house marketing
- » Communicated with marketing agency to create promotions and visuals; provided marketing and design support for individually chartered banks.
- » Presented graphics and promotional items for tradeshow and events.

SERVER/HOST

SUSHI YA

Kalamazoo, MI / 2009 - 2012

Provided excellent customer service through communication with guests

DESIGN ASSISTANT

THOMAS WRENCH, LLC

Kalamazoo, MI / 2010 - 2011

Thomas Wrench, LLC is a freelance designer contracted to work on various projects with multiple clients.

- » Collaborate with teammates to fulfill larger design projects.
- » Restored old and destroyed photos to be used in museum layouts and slideshows using Photoshop.
- » Eliminated background of photos to highlight equipment to be used in museum exhibit layouts.
- » Maintained logs of images and uploaded dates in Keynote.
- » Created museum exhibit layouts according to previously designed brand look.

MARKETING AND DESIGN INTERN

KALAMAZOO VALLEY

COMMUNITY COLLEGE

Kalamazoo, MI / 2011

Kalamazoo Valley Community College is a 2-year college which is committed to enriching the lives of their students and communities through quality educational programs and services.

- » Assisted in production and design of promotional pieces.
- » Studied job specifications to determine appropriate construction methods.

REFERENCES

DIANA K. SCHLUETER

*Retail Sales and Service Coordinator
Firstbank Corporation
269 251 1144*

THOMAS WRENCH

*Lead Designer
Kalamazoo Valley Community College
269 744 6892*

KAREN MATSON

*Professor (Retired)
Kalamazoo Valley Community College
269 598 6978*

TOM SCHLUETER

*CEO and President
Keystone Community Bank
269 553 9100*

MICHELLE BROWN

*Owner
Life Expressions Decor
616 218 0790*

LINDA DEPTA

*Marketing Director
Kalamazoo Valley Community College
269 217 9205*