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457 Delmar Street
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HIGHLIGHTS

- Quick and diligent worker who always meets deadlines
- Able to multi-task and take on many different projects at any given time
- Highly skilled in and has a strong knowledge of Adobe Creative Suite
- Proficient with Microsoft Word, Excel & PowerPoint
- Polished marketing and design professional with a clean and creative aesthetic
- Strong written and verbal skills with a vast knowledge of the English language

WORK EXPERIENCE

Graphic Designer [Wayne, PA]

Main Line Print Shop *October 2016–Present*

- Designed various items from scratch to meet client specifications including invitations, newsletters, banners, posters, various tradeshow materials, mailers, and corporate and marketing stationery (brochures, business cards, advertisements, etc.)
- Setup files for mass mailings and addressing using InDesign mail merge
- Prepared files for digital and offset printing
- Worked closely with customers to construct and make edits to new and existing projects while adhering to branding guidelines and matching previously created items when needed
- Completed several major events and campaigns from inception to completion while maintaining a strict deadline
- Proofread, fact checked, and wrote various articles for newsletters

Manager, Marketing & Sales Support [Wayne, PA]

E-Finity Distributed Generation *September 2012–October 2016*

- Completely rebranded company's image to a more up-to-date and modern design
- Designed and created all corporate collateral, calendars, advertisements, tradeshow booths and posters, and direct mail pieces using Adobe Creative Suite
- Planned and managed all tradeshows and events
- Wrote press releases and proofread all publicly released materials including proposals, presentations, and manuals
- Maintained corporate website using simple html coding
- Tracked spending and practiced cost reducing methods
- Used Salesforce.com to manage and enter leads, track won and lost opportunities, and push items through the "pipeline" in order to ensure production deadlines are met

Marketing Project Assistant [Chatsworth, CA]

Capstone Turbine Corporation *July 2008–August 2012*

- Updated existing and designed new corporate collateral, advertisements, tradeshow booths and posters, and direct mail pieces using Adobe Creative Suite
- Maintained corporate website
- Worked closely with business partners to manage and market the business and maintain the corporate image
- Interacted directly with new and existing vendors by ordering new giveaways, apparel, collateral, and tradeshow items
- Practiced cost reducing methods by designing marketing material instead of outsourcing it to outside agencies
- Photographed items for corporate marketing materials and promotional videos
- Used Salesforce.com to manage and enter leads, campaigns, and contacts to track the success of tradeshows

Document Design Intern [Simi Valley, CA]

Ronald Reagan Presidential Library and Foundation *September 2007–July 2008*

- Designed and constructed posters for events, newsletters, and coupons
- Introduced new designs for items in the Ronald Reagan Library gift shop
- Entered text into templates

Magazine Layout and Computer Graphics Intern [Chatsworth, CA]

1105 Media *February 2007–July 2007*

- Researched and located art necessary for various magazine articles
- Arranged text into page layouts
- Constructed and organized page layouts for magazines

EDUCATION

California Lutheran University [Thousand Oaks, CA]

2010–2013

Masters of Business Administration, Business & Marketing

Moorpark College [Moorpark, CA]

2008–2010

Associate of Arts, Interior Design

California Lutheran University [Thousand Oaks, CA]

2004–2008

Bachelor of Arts, Multimedia & Communications

HONORS

Festival of Scholars – School of Management Poster Session –
Chosen to present term assignment "Fear in the Workplace"
[California Lutheran University]

Phi Theta Kappa – International Honor Society
of the Two-Year College
[Moorpark College]

Lambda Pi Eta, Communications Honors Society
[California Lutheran University]

SKILLS

Software

Mac & PC formats

Adobe Acrobat, Illustrator, InDesign, Photoshop

Microsoft Office Excel, Outlook, PowerPoint, Word

Salesforce.com (CRM software)