



OBJECTIVE

To design, develop, and produce high-quality communications as a team member of a professional organization.

EXPERIENCE

- Collaborated and worked independently to design, develop, and produce communication materials including newsletters, brochures, business cards, postcards, posters, flyers, invitations, and calendars.
- Created logos and marketing materials for a wide variety of clients as a freelance graphic designer.
- Supervised Xerox Room to ensure and maintain efficient daily operations of all mail, copy, and in-house print jobs.
- Wrote and edited copy while consistently generating 100% on-time, professional monthly and quarterly newsletters.
- Maintained file management systems with unsurpassed organization and proper nomenclature.
- Used Mail Chimp to craft HTML email communications, manage subscriber lists, and track performance.
- Prepared and maintained reports and records, including donor financial data, mailing lists, and vendor contact lists.
- Utilized social media sites such as LinkedIn, Facebook, and Twitter as effective networking and marketing tools.
- Coordinated employee recognition and longevity award presentations. Interviewed, photographed, and composed articles for newsletters and electronic reader board presentations.
- Implemented and maintained procedures for database while updating data, contacts, and photographs.
- Selected and purchased clothing and promotional items for company stores while using corporate logo, colors, and fonts in accordance with set standards while managing operations within budget.
- Provided an extremely broad range of administrative and confidential executive support services with strong attention to detail while multi-tasking and maintaining organization in deadline-driven environments.

EMPLOYERS

Community Health Care

Health Care Provider

03/2010 – current

Database & Donor Communications

Marketing & Development

Self Employed

01/2009 – current

Freelance Graphic Designer

Business Examiner Newspaper

South Sound Business Resource

10/2008 – 12/2008

Graphic Design Intern, 3 months

Interstate Distributor Co.

National Transportation Company

02/2000 – 06/2007

Corporate Communications Coordinator, 6 months

Asst. to Sr. V.P. of Operations, 6 months

Asst. to Sr. V.P. of Finance & Administration, 5 1/2 years

Dedicated Fleets Administrative Assistant, 1 year

SKILLS

Active listener with excellent interpersonal abilities

Organized multi-tasker with strong work ethic

Dynamic team player and solution brainstormer

SOFTWARE

Photoshop, InDesign, Illustrator, Acrobat, Dreamweaver, Flash,

Quark XPress, Word, Excel, Publisher, PowerPoint, Kintera

Sphere, Lotus Notes, Outlook

EDUCATION

Clover Park Technical College, Tacoma, WA

Associates of Applied Technology, Graphic Technologies

School of Visual Concepts, Seattle, WA

Continuing Education in Elements of Design, HTML, CSS

CreativeTechs, Seattle, WA

Continuing Education in Photoshop, InDesign, Dreamweaver

University of Puget Sound, Tacoma, WA

Bachelor of Arts, Foreign Language/International Affairs with

Economics and Psychology