

GRAPHIC DESIGNER

Summary

Driven Graphic Artist adept at managing heavy workloads while focusing on designing creative, visually-appealing graphics. Focused, extremely organized, and comfortable working in fast-paced, deadline-driven environments. Expert in preflighting and optimizing artwork for high-quality print-ready files. Skilled in a variety of designs, logos and marketing packages, while always keeping up with the latest design trends and the latest technology. Accustomed to surpassing expectations in deadline-driven environments and always open to criticism with an attitude that every idea will lead to greater, bigger ideas.

Technical Skills and Qualifications

Adobe Creative Suite, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, QuarkXpress, Dreamweaver, HTML Coding, CSS, Microsoft Office Suite, Promotional Materials, Extensive Direct-Mail Experience

Relevant Skills

Self-Motivated, Sense-of-Humor, Conceptual Thinker, Attention-to-
Detail, Strong Design Sense, Resourceful Researcher, Advanced
Typography Knowledge

Leadership Skills, Friendly Attitude, Professional Behavior, Expert
Juggling Skills, Creative and Artistic, Resourceful Researcher, Quick
Learner, Time Management

Experience

07/2012 to 10/2015

Graphic Designer Company Name - City , State

Prepared layouts and drawings in compliance with established templates and design standards. Designed unique print materials, including advertisements, brochures and logo designs. Designed web pages, graphic elements and infographics for email newsletters.

05/2009 to 02/2015

Graphic Designer Company Name - City , State

Designed unique print materials, including advertisements, brochures and logo designs. Prepared layouts and drawings in compliance with established templates and design standards. Contributed ideas during strategic and conceptual brainstorming sessions. Recommended techniques, methods and media best suited to produce desired visual effects. Prioritized graphic workload and effectively coordinated multiple projects.

01/2006 to 05/2009

Art Director Company Name - City , State

Created visuals that appeal to leaders in the big data and high-tech world. Created the look and feel of the organization's online presence in social media forums. Developed templates for e-newsletters, presentations and reports. Designed unique print materials, including advertisements, brochures and logo designs. Designed artistic signage for special corporate events. Created all communications collateral, including web pages, brochures and fliers. Developed, designed and produced corporate newsletters and other promotional direct mail items as directed by marketing. Created graphic materials for the company website.

02/2005 to 12/2006

Art Director Company Name - City , State

Determined styles, size and arrangement of illustrations and graphics. Planned and produced marketing materials, including catalogs, handbooks and charts. Prioritized graphic workload and effectively coordinated multiple projects. Developed creative graphics that simplified complex messages. Prepared layouts and drawings in compliance with established templates and design standards. Contributed ideas during strategic and conceptual brainstorming sessions.

12/2003 to 02/2005

Art Director Company Name - City , State

Contributed ideas during strategic and conceptual brainstorming sessions. Designed unique print materials, including advertisements, brochures and logo designs. Collaborated with a team of designers to offer improvements and direction on others' projects. Adhered to all corporate brand guidelines when preparing graphic materials. Prioritized graphic workload and effectively coordinated multiple projects. Consistently adhered to all internal delivery schedules.

12/2002 to 12/2003

Art Director Company Name - City , State

Designed unique print materials, including advertisements, brochures and logo designs. Collaborated with a team of designers to offer improvements and direction on others' projects. Contributed ideas during strategic and conceptual brainstorming sessions. Recommended techniques, methods and media best suited to produce desired visual effects. Prioritized graphic workload and effectively coordinated multiple projects. Determined styles, size and arrangement of illustrations and graphics.

02/2001 to 12/2002

Production Artist Company Name - City , State

Prepared layouts and drawings in compliance with established templates and design standards. Meticulously followed corporate brand guidelines

Prepared layouts and drawings in compliance with established templates and design standards. Meticulously followed corporate brand guidelines to enable brand consistency across campaigns and marketing programs. Prioritized graphic workload and effectively coordinated multiple projects.

01/2000 to 02/2001

Production Artist Company Name - City , State

Prepared layouts and drawings in compliance with established templates and design standards. Meticulously followed corporate brand guidelines to enable brand consistency across campaigns and marketing programs. Prioritized graphic workload and effectively coordinated multiple projects.

07/1999 to 01/2000

Graphic Designer Company Name - City , State

Prepared layouts and drawings in compliance with established templates and design standards. Meticulously followed corporate brand guidelines to enable brand consistency across campaigns and marketing programs. Prioritized graphic workload and effectively coordinated multiple projects. Developed templates for e-newsletters, presentations and reports. Coordinated with the content production and delivery managers to launch carrier-approved content worldwide.

04/1999 to 07/1999

Creative Internship Company Name - City , State

Contributed ideas during strategic and conceptual brainstorming sessions and learned how an award-winning agency operated.

Education

2001

Bachelor of Science : Journalism - Marketing Texas A&M University - City , State , United States

Computer and art design courses, visual communication courses, and studio art courses.