

SKILLS & QUALIFICATIONS

SOFTWARE

Windows & Mac O/S	Adobe CS3-CC 2017
	Proficient with:
MS Office	Photoshop
Word	Illustrator
Excel	InDesign
Powerpoint	Experience with:
OneNote	Flash, Premiere Pro

DESIGN

Graphic Design/Website Design/Website Development
Experience with Content Management Systems
SEO & SEM - website content editing, tracking and strategy
HTML/CSS Editing & De-bugging
Photo Manipulation- editing, cleanup, and optimization

ADMINISTRATIVE SKILLS

Research & Problem Solving
Project Management and Tracking
File Management
Communication between Marketing Teams and Designer/Programmers
(Technical translation to non-technical personnel)
Written and Verbal Professional Communication

PROJECT MANAGEMENT & COLLABORATION TOOLS

Outlook	DaPulse
Google Calendar	ProofHQ
Basecamp	Kodak Insite Proofing System
Asana	Google Docs/Sheets
Trello	

WORK EXPERIENCE

SCORE Atlanta

Art Director
May 2016 - Present
Atlanta, GA

Manage production schedule and proofing to ensure deadlines are met
Developed proofing and approval workflow for production deadlines
Co-design for the Atlanta Falcons Gameday guides, Atlanta United Matchbook, Atlanta Falcons Yearbook and AMBSE marketing materials
Website development, management, and content posting
Design/Production of Georgia High School Sports Association championship guides

SCORE Atlanta

Contract Designer
July 2015 - May 2016
Atlanta, GA

Website development/management
Design of Georgia High School Sports Association championship guides
Layout design, typesetting, and proofing for production

Abcom/Exploring Inc.

Graphic Designer
Oct 2013 - March 2015
Atlanta, GA

Graphic Design/Marketing for companies under Exploring, Inc. umbrella
Tradeshaw/Exhibit graphic design
Design & client artwork approvals for Brumark flooring systems
Website management/Editing

Hughes Media

Jr. Web/Graphic Designer
Jan 2011 - July 2013
Atlanta, GA

Graphic/Website Design & Development
Content Editing for SEO
Google Analytics/Adwords Experience
Brand Development/ Social Media

EDUCATION

Art Institute of Atlanta, GA

Graduation: March 2011

Bachelor of Arts, Advertising