

## SKILLS & QUALIFICATIONS

### SOFTWARE

Adobe CS3-CC 2019	Windows & Mac O/S
Proficient with:	MS Office
Photoshop	Word
Illustrator	Excel
InDesign	Powerpoint
	OneNote

### DESIGN

Graphic Design & Art Direction  
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

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

### PROJECT MANAGEMENT & COLLABORATION TOOLS

G-Suite (Docs, Sheets, Calendar, Drive, etc.)	Trello
Basecamp	Monday.com
Asana	ProofHQ
	Kodak Insite Proofing System
	FunctionFox TimeFox

## WORK EXPERIENCE

### RR Donnelley/ The Home Depot

Contract Production Artist  
June 2019 - Present  
Atlanta, GA

Collaborate closely with art directors and designers  
Prepare final press-ready files, image retouching, clipping paths and additional image manipulation  
Package and preflight files for release to printers or media partners  
Follow a development timeline to ensure tasks are being completed on time

### SCORE Atlanta

Art Director  
July 2015 - June 2019  
Atlanta, GA

Designer of "Conquered!" The Atlanta United FC commemorative book  
Co-design of the Atlanta Falcons Gameday guides, Atlanta United Matchday books, Atlanta Falcons Yearbook and AMBSE marketing materials and event collateral. Managed file production, proofing, and file release, workflow schedule and deadlines to ensure targets are met for design projects. Website development, management, and content posting for Score Atlanta event websites.

### Abcom/Exploring Inc.

Graphic Designer  
Oct 2013 - March 2015  
Atlanta, Ga

Managed graphic design and marketing for companies under Exploring, Inc. umbrella (Brumark, ID3 Group, & Shelmarc Flooring). Designed and/or approved production files for Brumark flooring clients, developed concepts and design of Brumark Exhibition booths and tradeshow collateral, as well as client artwork approvals. Abcom Inc.: Created designs for client tradeshow materials, production approvals and supervised pre-show booth construction and artwork installation.

### 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