

SKILLS & QUALIFICATIONS

SOFTWARE

Adobe CS3-CC 2018	Windows & Mac O/S
Proficient with:	
Photoshop	MS Office
Illustrator	Word
InDesign	Excel
Experience with:	Powerpoint
After Effects, Premiere Pro	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.)	Monday.com
Basecamp	ProofHQ
Asana	Kodak Insite Proofing System
Trello	

WORK EXPERIENCE

SCORE Atlanta

Art Director

May 2016 - Present
Atlanta, GA

Co-managed file production, proofing, and file release workflow schedule and deadlines to ensure targets are met for design projects.
Co-design of the Atlanta Falcons Gameday guides, Atlanta United Matchday books, Atlanta Falcons Yearbook and AMBSE marketing materials and event collateral.
Website development, management, and content posting for Score Atlanta event websites.
Design/Production of Georgia High School Sports Association championship guides.

SCORE Atlanta

Contract Designer

July 2015 - May 2016
Atlanta, GA

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

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)
Brumark: 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
Website and file server management and maintenance

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