

EXPERIENCE

WILLIAMS LEA TAG SENIOR PRESENTATION ASSOCIATE

414.765.7066

JUNE, 2014 TO PRESENT

POSITION STATEMENT

Create and edit multi-page & multi-section booklets. Custom covers from conception to creation. Design flow charts, org charts, illustrations and other design projects utilized by investment bankers. Proofing and intaking orders. Maintain production tracking data. Coordinate priorities and deadlines with multi-city DTP centers and international investment banking teams. PowerPoint, Word, Excel, Photoshop, and Illustrator utilized. Animation creation, video editing logo / icon development, product illustration. Printing and binding booklets as needed.

MADISON COLLEGE ADJUNCT INSTRUCTOR

608.246.6100

SEPT, 2011 TO MAY, 2016

Plan curriculum keeping in mind a real-world outcomes teaching philosophy. I've taught face-to-face and Online. Recording and embedding instructional videos and lectures. Emphasis on a marketing-based approach to design using basic design principles. Identity materials, postcards, and tri-fold brochures are major projects. Maintain in-person, virtual, or phone contact with students and provide additional tutoring as needed

ROCKFORD ART MUSEUM GRAPHIC ART COORDINATOR

815.968.2787

JAN, 2012 TO OCT, 2013

Coordinate, prepare, design, and oversee the printing of graphic marketing projects. Exhibition programs, educational programs, support event invites, museum store displays, print and web advertising. Planning and execution of all promotional mail deliverables. Update website and manage email list serve. Site. Collaborate with support chairs, education department, and curator. in planning design campaigns. Responsible for yearly calendar plan.

PRIMARY RESPONSIBILITIES

- Quarterly 8-page newsletters
- Logos and identity sets
- Gallery Guides
- Year in Review publications
- Exhibition and event postcards and invitations
- Educational event promotions
- Collaborate with event committees
- Oversee all printing and mailing
- Research alternatives, solutions, and price
- Maintain website and RAM member lists

MEN OF THE CLOTH PRODUCTION DESIGNER

608.846.1332

MAY, 2005 TO JAN, 2008

Art Department coordinator for wide-format printing.

Color correct digital files, maintain printer. Illustrate displays for trade shows. Assemble pop-up displays.

Conference call & dialog with clients to resolve issues regarding projects. Collaborate with marketing and sales to create displays, b to b promotions, and other advertising materials and pricing sheets.

EDUCATION

UNIVERSITY OF WISCONSIN-OSHKOSH
BACHELOR'S DEGREE - FINE ARTS
Emphasis drawing and painting.

MADISON COLLEGE
ASSOCIATES DEGREE - GRAPHIC DESIGN
ASSOCIATES DEGREE - MARKETING