



PROFICIENCIES

Adobe Creative Suite: InDesign, Photoshop, Illustrator, Acrobat
Microsoft: Word, PowerPoint, Excel, Publisher, Access
Digital photography (shooting and editing)
Wordpress and email service provider management

CANDIDATE SUMMARY

Expert in graphic design, photography, illustration, and social media; proven leader, presenter, and problem solver, who possesses excellent written and verbal communication skills

EDUCATION HISTORY

2013: Loyola University Chicago: Bachelor of Arts in Visual Communication; Minor: Photography

PROFESSIONAL EXPERIENCE

Real Estate Institute (Chicago, IL, 3/14–Current)

Marketing Coordinator: revitalized brand identity and enhanced brand cohesion of print and digital media; created email templates, sent and tracked statistics from recurring campaigns, created referral links, wrote content, and updated lists; redesigned textbook covers, enrollment flyers, brochures, sell sheets, course exams, and business thank you cards; designed large format office signage, researched potential production companies, and compiled data for review; created promotional graphics/logos, student calendars, affiliate recruitment packages, and PowerPoint templates; developed instruction manuals for recurring marketing duties, a brand style guide, and research reports on competing schools; managed quarterly promotional mailings (list procurement, content development, delivery coordination); facilitated continuing education classes at off-site facilities in the Chicagoland area

SCENE-Chicago (Chicago, IL, 8/13–1/14)

Graphic Design Intern: designed promotional materials (business cards, sell sheet) and new company logo; created and managed content of Wordpress website: www.scene-chicago.com; communicated with bloggers on future posts

Whole Foods (Lexington, KY, 9/13) *freelance*

Designed an action plan packet (future goals for the store) and formatted copy for the Lexington, KY Whole Foods Store Manager; worked with her to determine goals of the plan, and provided options on how to visually represent her ideas

Leonora Polonsky & Associates LLC (Cincinnati, OH, 8/13) *freelance*

Designed a sell sheet/packet to be used for client introductions, conferences, and other business meetings

Nolan Kerr Artist Consultants (Cincinnati, OH, 3/13) *freelance*

Directed a photo shoot for pianist Michael Chertock, handled all photo retouching, and designed promotional postcard to send to orchestras across America

Passive House Alliance Chicago, IL, 4/12–12/12)

Graphic Design/Administrative Intern: developed promotional and educational materials using the Adobe CS (pamphlets, business cards, vouchers, convention banners, website ads, etc.), as well as administrative forms and documents (interactive questionnaire PDFs, case studies, and online-task instruction manual); registered new organization members, and facilitated email blasts using Mail Chimp; also responsible for recreating all PHA chapter logos for chapter-specific emails; managed website content and layout, and posted new chapter events

LEADERSHIP/HONORS

2009–2013: Cincinnati Scholarship Foundation – Charles and Claire Phillips Scholarship

2009–2013: Loyola Academic Grant

2010, 2013: Deans' List, Loyola University

2010–2011: Sigma Alpha Epsilon Fraternity – Pledge Educator, Brotherhood Chair, Alumni Chair, and Intramural Chair

COMMUNITY SERVICE

2009–2013: St. Baldrick's Foundation – Childhood cancer research; Fundraiser, event volunteer, and DJ