



Forward-thinking graphic designer with a focus on creative strategy and delivering innovative, effective design.

**EXPERIENCE**

**FREELANCE DESIGNER**

*Various clients • 2006-present*

- Collaborates with a variety of clients to create visually compelling marketing and design materials including logos, brochures, websites, email campaigns, and more.

**CREATIVE SERVICES MANAGER**

*Colliers International • Minnetonka, MN • December 2016–present*

- Oversees workflow management of the Colliers brokerage support staff, assigns project tasks and provides design/technical direction. Reviews and approves art materials, copy materials, and printed or digital proofs developed by staff members.
- Develops and maintains a comprehensive digital image and resource library. Oversees office-wide communications and implementation of asset management system, including project templates, design tools and resources.
- Assists Marketing Director with the development and execution of innovative print and digital design plans to support company brand objectives and new initiatives.
- Manages Creative Services traffic through company's request system. Determines project priorities, assigns tasks to appropriate marketing support staff, monitors progress in regard to agreed timeline, provides support and mentorship.

**SENIOR GRAPHIC DESIGNER**

*Welsh & Colliers International • Minnetonka, MN • June 2013–December 2016*

- Coordinated the design and distribution of targeted e-newsletters, digital marketing campaigns, and HTML email templates.
- Designed creative advertisements and marketing campaigns published in *The Star Tribune, Finance & Commerce, Twin Cities Business, Heartland Real Estate Business, and The Business Journal*.
- Worked collaboratively with the CEO, Executives, Brokers, and Marketing Team on various projects and presentations.

**MARKETING ASSISTANT/GRAPHIC DESIGNER**

*Welsh & Colliers International • Minnetonka, MN • November 2006–June 2013*

- Created innovative designs for brochures, advertisements, proposals, signage, presentations, company merchandise, vehicle graphics, garments, and promotional materials.
- Designed internal and external company communications through direct mailers, newsletters, and quarterly market reports.

**SKILLS**

Adobe Photoshop CC	Adobe Acrobat Pro	Microsoft Word	Squarespace
Adobe InDesign CC	Microsoft PowerPoint	Constant Contact	Wordpress
Adobe Illustrator CC	Microsoft Expression Web	MailChimp	Mac & PC Platforms

**EDUCATION**

**ASSOCIATE OF APPLIED SCIENCE • VISUAL COMMUNICATIONS**

*Brown College • 2004–2006*

*Dean's List, Fall 2006*