



GRACE TOULOTTE

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EDUCATION

University of Maryland
Major: Fine Art (Bachelor of Arts)
Minor: Creative Writing

SOFTWARE

Photoshop ++++
Illustrator +++
InDesign ++++
QuarkXPress +++
Adobe Premiere +
Final Cut Pro +
Keynote/Powerpoint ++

SKILLS

Graphic design
Branding
Magazine layout
Photography
Typography
Photo retouching
Non-destructive image editing
Art direction
Technical writing
Social Media management
Videography/Video editing
Pre-press/Printing knowledge

GRAPHIC DESIGN & CONTENT MANAGER

ROUND HOUSE THEATRE • BETHESDA, MD

SEPTEMBER 2016 - JUNE 2017

- Functioned independently in a deadline-driven environment, and handled multiple, concurrent tasks
- Managed all design and production projects from inception through completion
- Maintained familiarity with all Round House programming to ensure accuracy in communications
- Adhered to, maintained and enhanced the organizational style guide
- Oversaw print production and bidding processes
- Created and produced all weekly newspaper ads in support of ongoing performance schedule
- Created and managed the development of photo and video content

GRAPHIC ARTIST

SALISBURY UNIVERSITY • SALISBURY, MD

FEBRUARY 2014 - AUGUST 2016

- Designed and produced print-ready brochures, posters, stationery, and promotional products for university departments, initiatives and events
- Wrote accurate bids for print projects to secure the best price for the state of Maryland
- Collaborated with other designers as well as print vendors to produce high-quality materials in a short turnaround time
- Designed emails and created web galleries using content management system
- Responsible for projects from inception to completion
- Provided customer service to clients and finding creative solutions to their marketing needs
- Maintained SU brand identity guidelines that promote and support the university's mission

PHOTO EDITOR / ART DIRECTOR

LIVINGSOCIAL • WASHINGTON, DC

AUGUST 2011 - MARCH 2013

- Managed photography for LivingSocial National Deals with an audience of 25 million
- Produced 20 to 25 custom photo shoots per week for LivingSocial Shop
- Edited all product images and managed photographers for LivingSocial Shop
- Managed an archive of more than 25,000 original images from custom shoots
- Acted as project manager by collaborating with legal staff, buying team, and production while managing a budget, coordinating props, locations and models

GRAPHIC DESIGN AND MARKETING SPECIALIST - OWNER

UNITED BY LOVE DESIGN

2009-PRESENT (FREELANCE)

- Design multi-page magazines, brochures, posters, invitations and mobile apps
- Work one-on-one with clients to realize their marketing and promotional goals
- Manage clients' email communication via Mailchimp and social media presence on Facebook