

First Last

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GRAPHIC DESIGNER with experience creating dynamic, engaging marketing content and collateral for cultural institutions, higher education and realty. Collaborative team member with excellent communication skills and expertise in branding, illustration, motion graphics and animation, typography, UX/UI, public speaking and presentations, and project management.

SKILLS: Adobe Creative Suite, AfterEffects, Procreate App, Wireframing in Adobe XD, Prototyping in InVision, HTML/CSS, Basecamp, Slack, Trello

WORK EXPERIENCE

Peabody Essex Museum, Salem, MA

Graphic Designer, 12/2019 – Present

- Designs a wide range of collateral to support the promotion of museum exhibitions and events, including brand identities, social media assets, illustrations, motion graphics, printed brochures, direct mail pieces, special invitations, and email communications
- Collaborates with the marketing team to analyze trends amongst museum visitors and create content that will engage with each specific audience
- Designs and animates title sequences and transitions for video content
- Designs lo-fi and hi-fi wireframes for new user interface elements on the museum’s website in collaboration with the team’s web developers
- Presents final design solutions to internal clients across museum departments, articulating the rationale behind creative decisions and gathering constructive feedback
- Acts as project manager, overseeing creative projects from the initial creative brief to delivery of the final product
- Communicates with outside vendors—printers, editors, photographers, etc.—to assure quality, brand consistency, and maintain deadlines

Suffolk University School of Art and Design, Boston, MA

Graduate Fellow, 09/2018 – 08/2019

- Supervised undergraduate design tutors, and tutored for advanced design courses
- Designed marketing collateral for Division for Student Success initiatives and events
- Facilitated weekly support meetings for groups of 10+ students to work towards their CRLA tutoring certifications
- Nominated for “Outstanding Graduate Fellow of the Year” at SGA Leadership Awards

Relais and Chateaux International Realty, Boston, MA

Senior Marketing Coordinator, 03/2017 – 08/2018

- Conceptualized and launched the “Concierge Marketing Program” to enhance exposure for the company’s most valuable listings
- Supported the team’s Graphic Designer by handling the overflow of creative projects, designing print and digital collateral to highlight the best qualities of each property
- Facilitated a design inventory to review materials created by junior staff members and third-party freelance designers, ensuring consistency with brand standards
- Designed content for the company’s “Collections” magazine, sent to 8,000+ homeowners and an extensive online readership

Coldwell Banker Real Estate, Cambridge, MA

Marketing Coordinator, 07/2013 – 03/2017

- Supported 30+ real estate agents with marketing, design, and administrative tasks
- Collaborated with the company’s Graphic Designer to create brochure templates for property open houses, direct mail, and ads for local print and online publications

Central Square Theatre, Cambridge, MA

Audience Services Manager, 04/2011 – 07/2013

- Acted as the primary customer service representative, creating and maintaining relationships with existing and prospective season subscribers and VIP donors
- Developed invaluable customer service skills that are integral to graphic design practice

EDUCATION

Suffolk University, Boston, MA

Master of Arts, Graphic Design, 09/2016 – 09/2019

National Theatre Institute, New London, CT

B.A. Scenic & Prop Design, 09/2006 – 05/2010

ACHIEVEMENTS

- **Somerville International Film Festival Poster Contest** — *Keynote Speaker, May 2021*
- **Graphic Elements Podcast** — *Guest Speaker, Season 2, Episode 1, April 2021*
- **Best of Boston, 2020** — *My team’s digital content was celebrated as the “Best Virtual Museum Experience” of the year*
- **Penland Summer Seminar, 2019** — *Planned and facilitated a professional development workshop for young designers*
- **Hyannis Film Festival, 2019** — *Illustrated and animated the Festival’s introductory title sequence, featured before all film screenings*