

Freelance Graphic Designer Freelance Graphic Designer Kennesaw, GA Highly seasoned and reliable expert graphic/presentation designer and WordPress Consultant with a strong work ethic and customer service and satisfaction record. Adept multi-tasker capable of bringing simultaneous presentations, web page creation and repair projects to completion with full accuracy and efficiency. Knowledge of best practices for digital and web design, including understanding of browser compatibility and modern responsive design. Able to function well independently with little to no supervision or in coordination with a professional team. Areas of Expertise: Web & Graphic Design | Presentation Design | Event Management | Vendor Relations | Strategic Planning | Client Relations | Resource Allocation | Team Leadership | Testing & Troubleshooting | Effective Communication | Marketing Strategies | Social Media Campaigns Authorized to work in the US for any employer Work Experience Freelance Graphic Designer Independent Contactor - Kennesaw, GA January 2018 to Present Use Adobe Creative Suite (Photoshop, InDesign ,Illustrator) to create infographics, presentations, flyers and reports using company brand guidelines Create WordPress web solutions for launches and new products CLIENTS INCLUDE: Cox Enterprises | Cisco | Applied Systems | Berkshire Hathaway | Healthgrades | Coca-Cola Presentation Specialist Eye&Eye - Atlanta, GA January 2016 to Present - Use PowerPoint, Photoshop and other design programs to make dull presentations more compelling by telling visual stories that engage your audience - Capable of communicating visual concepts to clients who do not have a design background - Possess knowledge of Adobe Illustrator Photoshop and other media components including audio, video, animations, etc.) - Demonstrate ability to format, style, and create conceptual and technical graphics (including charts and graphs) as well as proof - Possess ability to successfully incorporate art direction and feedback from multiple sources but also advise and counsel stakeholders on effective presentation flow and content PRESENTATION & INFOGRAPHIC DESIGNER (FREELANCE) CHIC-FIL-A December 2016 to September 2017 ? Design infographics using company branding guidelines ? Work remotely to create graphic solutions that meet sales department needs and deadlines ? Edit presentations and internal documentation with Adobe Illustrator and Photoshop Presentation & Animation Designer Cedar Doc Technologies - Dunwoody,

GA August 2016 to November 2016 - Design product decks using company branding guidelines - Collaborate with senior staff to create meaningful motion graphics using PowerPoint - Attend meetings with stakeholders to find graphic solutions that meet sales department needs - Create sales sheets, fact sheets and internal documentation with Adobe Illustrator and Photoshop - Provide quality assurance of all deliverables

IT Systems Support Professional III Kennesaw State University - Kennesaw, GA April 2016 to August 2016 - Designed, developed, maintained and updated a variety of websites as assigned with HTML, CSS, javascript/jQuery, and modern/mobile-first responsive designs - Prepared site SEO reports and web analytics with Google Analytics for submission to management on a regular basis - Supervised graphics interns and initiated new creative processes for ad packs - Coordinated various web pages with appropriate links and multimedia elements in collaboration with design team members - Designed web style guides to match overall brand theme of company - Hands-on experience with Wordpress configuration, customization and development of themes and plugins

PROJECT MANAGER DISTRICT AFFILIATES - Washington, DC November 2011 to August 2015 - Plan event logistics - budgeting, secure site location, sponsorships and entertainment - Negotiates all client, vendor, and artist contracts; develops new methods of generating business from past clients - Manage teams of 5 - 30 people to ensure they are properly executing event tasks as assigned - Negotiate and secure media advertisements; create scripts and schedules for radio and TV advertising - Work with brand ambassadors to organize target marketing/advertising schemes - Market event via media releases, billboards, website, community calendars (both on-line and in print), e-mail (to close friends/volunteers) and media sponsors. Secure PSA announcements from radio stations. - Conducts or reviews research on prospective donors; develops and recommends approach strategy including setting dollar and/or participation goals. - Create campaigns for sponsored brand activations from concept to capital - Manages sponsorship accounts of \$30,000+

SPECIAL EVENTS & FUNDRAISING COORDINATOR AWCAA June 2010 to April 2012 - Plan event logistics - secure caterer, finalize menu, order rental equipment and furniture, etc. - Identify and cultivate relationships with organizations that conduct events of which we can become recipient organization. - Identify

volunteers to serve as honorary co-chairs, chairs and committee volunteers. Ask them to help solicit affiliates for sponsorships. - Works closely with accounts and volunteers to develop plans, set goals, monitor activities, identify problems, and prepare action plans to resolve problems; prepares regular progress reports and overall evaluations. ACCOUNTING CLERK GEORGE F. NWABUKWU & ASSOCIATES, CPAS May 2010 to March 2012 - Handles communication correspondences enabling the company to act in an orderly fashion - Ensure accurate and appropriate recording and analysis of revenues and expenses use QuickBooks: Premier Accountant Edition, Microsoft Excel and Microsoft Word - Compile and analyze financial information to prepare financial statements including monthly and annual accounts Education B.B.A. in Business Marketing HOWARD UNIVERSITY, SCHOOL OF BUSINESS August 2011 DIPLOMA in Science & Technology ELEANOR ROOSEVELT HIGH SCHOOL June 2007 Skills Powerpoint (10+ years), Photoshop (8 years), Microsoft Office (10+ years), Wordpress (9 years), Joomla (3 years), Graphic Design (10+ years), Project Management (7 years), Problem Solving (7 years), Grant Writing (2 years), Adobe (10+ years) Certifications/Licenses Inbound Marketing Certification November 2015 to Present Additional Information - 8+ years of experience in Graphic/Web/Interactive Design, Development, Administration, CMS, CDN - Expert in Adobe Creative Suite for any digital design creation - Proficient in Microsoft Office Suite, advanced Excel, PowerPoint, Quickbooks Software and Wordpress/Joomla/Drupal - 7+ years of event, project and vendor management with exceptional client facing skills - Proven ability to work under pressure, at a fast pace - Team player with outstanding interpersonal and problem solving skills - Excellent communicator capable of developing and nurturing professional business relationships

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