

Lucy Lindgren

1840 W. Diversey Parkway unit #E Chicago, IL 60614

773.844.3759 cell or 773.281.3632 home

lucy.m.lindgren@gmail.com

My resume highlights my ability/knowledge/expertise in the various skills you are looking for. Throughout my career, I have proven my ability to work hard, learn new skills, to follow through on given tasks and to work well with others.

I am excited about the position you have available, and hope to use my abilities to help your company succeed. Thank you in advance for your time. Please do not hesitate to contact me if you have any questions. I would appreciate the opportunity to meet with you, and for you to review my qualifications in more detail.

Sincerely,

Lucy Lindgren

lucy lindgren



Objective

A highly creative and multi-talented Graphic Designer with extensive experience in marketing and print design, seeking employment where talent, flair and passion for design are appreciated. And where my years of experience and professional training in client's services benefit the firm.

Education

Columbia College Chicago 2007-2012
Graphic Design Major with a Minor in Marketing

Experience

Mid-America Realty (2015-Present)

Graphic Design/Marketing Coordinator

- Design marketing pieces for available urban commercial real estate listings
- Create and schedule Mail Chimp E-Blasts weekly for the Urban team
- Creating a city map with all city retail and restaurants logos
- Assist all brokers by creating template listing brochures or help in any administrative way
- Create Powerpoint presentations for company meetings
- Design window signage for Michigan Avenue retail listings
- Elevate and stay consistent with brand identity

Protein Bar (2014-2015)

Graphic Design Specialist

- Designed internal and external marketing pieces that spoke with the brand
- Pro actively brainstormed and took ownership of projects from start to finish to ensure things were executed with the highest of standards
- Collaborated with printers which resulted in a more cohesive printing experience for efficient proofing, printing and distribution strategy for marketing roll-outs
- Supported the evolution of the visual brand, and conducted research that ensured that the Protein Bar brand accurately represented contemporary design standards
- Worked with the marketing team to establish the brands presence in social media and local advertising

Blue Pearl Consulting (2013-2014)

Image Director

- Developed image and branding of Blue Pearl
- Created Keynote/Powerpoint presentations for internal and external use
- Created client branding, logos, color schemes, fonts, business cards, letterheads, envelopes, etc.
- Led marketing team consisting of web designer, videographer and copywriter
- Created company flyers, booklets, letterheads, art pieces for the office, and website
- Planned company events such as luncheons, new year kick off and internal calendar

The Homestead Group (2012-2013)

Front Desk Manager

- Scheduled daily appointments for leasing agents
- Created weekly schedule for leasing agents
- Created weekly ads
- Computer data entry of incoming listings, new landlord information and new tenant information
- Communicated with landlords verifying current contact information
- Confirmed and verified all prospective tenant applications, including verifying employment, credit reports and previous landlord verification

Top Shop Chicago (2011-2012)

Sales Associate

- Greeted customers at the main entrance of the store
- Assisted customers with their fashion choices Maintained store merchandise on a regular basis

A & N Mortgage Services, Inc. (2005-2011)

Receptionist and Administrative Assistant

- Handled incoming clients and realtor's
- Worked switchboard and distributed daily mail
- Processed large outgoing mailings
- Assistant Marketing Director
- Assisted marketing team with strategic concepts and creation of marketing tools to support these concepts
- Developed and executed marketing campaigns aimed at both borrowers and partner realtor's
- Created print, billboard, and bench ads, direct mailings, and online materials for both the company and individual mortgage consultants
- Worked company events, including buyer seminars, industry meetings, and realtor appreciation parties

Skills

Platforms:

Mac OS, Windows 7/Vista/XP

Applications:

Adobe Photoshop, Illustrator, InDesign, and Muse

iWork '09: Keynote, Pages, Numbers

Office Suite: Word, Excel, Powerpoint

Hobbies

When Lucy is not working hard, she enjoys time with her Corgi, Winston. Lucy also enjoys spending time with friends and family, cooking, traveling, being outdoors, Netflix, and looking for inspiration for future projects.

contact me

Lucy Lindgren

Represented by Creative Circle

312.329.9990

655 W. Irving Park Rd. Chicago, IL 60613

(773)844-3759

lucy.m.lindgren@gmail.com

www.lucylindgren.com