

HEATHER MANNING

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EDUCATION

ASSOCIATE OF ARTS

Graphic Design
Seattle Central Creative Academy
2019 – present

BACHELOR OF ARTS

Urban Planning &
Sustainable Development
Minor in Disaster Risk Reduction
Western Washington University
2010 – 2014

SKILLS

HTML + CSS
Adobe InDesign
Adobe Illustrator
Adobe Photoshop
Adobe XD
Figma
Illustration
Project Management
Client Relations

PROFESSIONAL EXPERIENCE

THE RIVETER

GRAPHIC DESIGNER

2018 — 2019 | SEATTLE, WA

In-house designer for Series A startup, responsible for meeting company-wide graphic design needs including marketing, events, expansions, and the C-suite.

- Designed collateral to support the launch of six new locations across the country which included promotional event graphics, in-space environmental graphics, and customizing location-specific assets.
- Created custom assets for marketing campaigns including bimonthly sweepstakes, social graphics, and ads for both digital and print.

BDS PLANNING & URBAN DESIGN ASSOCIATE

2016 — 2018 | SEATTLE, WA

Project manager for neighborhood funding district contract work with City of Seattle. Project support for strategic planning and visioning processes for nonprofit organizations and government agencies.

- Developed strategic communications and designed all graphic material for reports, proposals, fact sheets, handouts, and presentations. Produced report that won \$550,000 from Wells Fargo to benefit Seattle's Lake City neighborhood.
- Direct point of contact for all clients, managed communications and project coordination, and initiated relationships with new community stakeholders.
- Wrote petitions for Seattle neighborhood funding districts (Business Improvement Areas, or BIAs) with projected total revenue of \$2,000,000 across four districts. Collaborated with Office of Economic Development, City Attorney, and Finance and Administrative Services.
- Built and analyzed datasets to determine 2,500+ unique parcel assessments for BIAs, consulted with clients, property owners, and government officials on technical questions.

OPPORTUNITY COUNCIL

PROGRAM COORDINATOR, AMERICORPS

2014 — 2015 | BELLINGHAM, WA

Co-directed all aspects of operating a free meal program that served, on average, 900 meals a week to low income community members.

- Supervised and trained 48 volunteers and increased volunteer retention through strategic program improvements.
- Managed procurement across 10.5-month period during which there was 24% increase in program demand. Built and maintained community partnerships with Bellingham Food Bank, Food Lifeline, local grocery stores, farmers, and other social service agencies, yielding approximately \$100,000 annually in donated material.
- Conducted extensive community outreach to solicit business participation in a community-wide fundraiser that collected over \$80,000 in one day.