

RESUME

Billie Jo Elbom - Represented by The Creative Group

HARD SKILLS

Adobe Creative Suite (InDesign, Photoshop & Illustrator), MS Word, MS Excel, MS PowerPoint, HTML
Graphic design, layout, typography, print production, working with vendors, illustration and photography

SOFT SKILLS

Problem solver, Good Communicator, Organized, Independent, Motivated self-starter
Efficient time management, Team player, Detail oriented, Personable

EDUCATION

Austin Community College; Graphic Design Certification Program, 2003-2004
The University of Texas at Austin; Bachelor of Arts in Art, 2000

WORK EXPERIENCE

Magnolia Montessori School, Freelance Graphic Designer

December 2013-current

Marketing materials including brochures, door hangers, banners and fliers

The Liaison Studio, Freelance Graphic Designer/Production Artist

December 2012-current

Creating sell sheets for Dell and NXP (previously Freescale)

Sail House Publishing, Freelance Designer

March 2011-Dec 2012

Redesigned quarterly industry magazine for the March 2011 issue plus layout for two subsequent issues

Texas Monthly, Graphic Designer/Production Artist

October 2011-May 2015 (*contract employee not continuous*)

Marketing department's design and production work creating advertorials and ads for the magazine. Created invitations, signage and other various promotion materials for special events such as Texas Book Fest and Texas Monthly BBQ Fest. Sell sheets and e-blast for sellers promoting ad sales. Vetted and managed photo galleries.

McGarrah Jessee, Production Artist

August 2008-December 2010

Production/Design for a variety of print projects including POP, packaging, sell sheets, brochures, fliers and direct mail pieces. Traffic and time management for my own projects.

Additional Work Experience, 2004-2008

Golfsmith, Sherry Matthews, GSD&M, Dell, Best Dressed Kids.Com, Stubb's Bar-B-Q Sauce Company

VOLUNTEER EXPERIENCE

Blackshear Elementary School, PTA Board Member - Parliamentarian

September 2016-2017

Designed fliers and promoted various PTA fund-raisers, projects and events

University Hills Neighborhood Association, Editor and Designer

January 2015-September 2015

Designed a neighborhood newsletter; organized, solicited, wrote and edited content; facilitated distribution; presented to the board and organization throughout the process