

ADMINISTRATIVE ASSISTANT / GRAPHIC DESIGNER

Summary

Experienced and award-winning design professional with background in desktop publishing, graphic and presentation design.

Highlights

SKILLS & TRAINING Adobe Creative Suite: InDesign 5.5, Photoshop, Illustrator Microsoft Office 2013: PowerPoint, Word, Excel

Accomplishments

Experienced and award-winning design professional with background in desktop publishing, graphic and presentation design

Experience

MARSH INC January 1989 to January 2013 Administrative Assistant / Graphic Designer

City, STATE

- Graphic designer for a premier global professional services firm providing advice and solutions in risk, strategy and human capital.
- Participated in a competition, among fellow designers, for the opportunity to create a visual theme to represent Marsh at the 2011 Annual RIMS (Risk Insurance and Management Society) Conference; design submission was selected as the winning design, by Global Director of Marketing and Communications, from among 20 colleague submissions firm-wide. Designed all printed materials for the 2011 RIMS Conference.
- Met with clients or account managers to discuss the business objectives and requirements of design projects.
- Interpreted the client's business needs and developed concepts to suit their purpose.
- Estimated time required to complete work and provided quotes for clients.
- Designed annual conference materials, invitations, save the date, newsletters, brochures, banners, logos and posters.
- Ensured that company's corporate image and visual branding were maintained.
- Researched and selected images to comply with client's design needs.
- Created images and generated assets for web deployment.
- Designed graphics for annual reports, booklets, buy and sell sheets, and journal ads.
- Prepared final artwork for print production and acted as liaison between clients and print vendor by having an understanding of print industry terminology. Created invitations, agendas, and surveys for courses, roundtables, and industry forums aimed at insurance professionals.
- Worked closely with event planner to create visuals for save the dates, event invitations, mailers, menus and signage for numerous client events.
- Formatted and updated quarterly printed calendar of courses, industry forums and seminars. Retouched and improved photos, created custom artwork and, formatted copy for a 16-page employee newsletter on a quarterly basis. Designed all images for company-wide charitable events and employee recognition events.
- Visually captivated and inspired colleague participation in Denim Day to create awareness and support national charities. Created whimsical custom artwork, highlighting a different charity each business quarter, for use on posters, fliers, email banners and coordinating stickers for participants; resulting in annual participation with the project since inception. Event results raised thousands of dollars and donated to several charities, including Alex's Lemonade Stand, City Harvest, Habitat for Humanity, Juvenile Diabetes Research Foundation, and Susan G. Komen. Conceptualized themes, and visually enhanced presentations aimed at increasing participation and boosting morale, as a member of a team consisting of printers, copywriters, other designers, account executives, and marketing specialists.
- Acknowledged by Corporate Sales and Marketing department, as a team member, contributing to the importance of a marketing theme; resulting in the team winning first place in category of "improving colleague morale" at the company.
- Created brochures highlighting Marsh's insurance services, and journal ads for charitable and industry events that the company contributed to.
- Enhanced and perfected logos, illustrations, and photos for use in client presentations and printed collateral.
- Redesigned and improved charts, diagrams and tables for slideshow presentations.
- Designed templates and presentation backgrounds for client and sales executive meetings. Provided administrative support to department head, five editorial staff and four graphic designers, while training for graphic design position. Promoted to graphic designer position when opening became available and was able to immediately take on role.
- Created, modified and updated stock photography, and graphics using Adobe Illustrator and Photoshop; for use in Microsoft PowerPoint presentations.
- Created presentations, tables and organizational charts.
- Formatted, maintained and updated library of account executive biographies.
- Used desktop publishing software to format reports and requests for proposals.

Education

Hunter College - City University of New York Bachelor of Arts : Fine Art Bachelor of Arts, Fine Art, Hunter College - City University of New York

Kingsborough Community College - City University of New York Associate of Science : Studio Art Associate of Science, Studio Art,

Kingsborough Community College - City University of New York

Professional Affiliations

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Presentations

Conceptualized themes, and visually enhanced presentations aimed at increasing participation and boosting morale, as a member of a team consisting of printers, copywriters, other designers, account executives, and marketing specialists

Skills

Marketing, Ads, Journal, And Marketing, And Sales, Boosting, Corporate Sales, Marketing Department, Printers, Sales, Sales And, Sales Executive, Marketing Communications, Account Executive, Administrative Assistant, Administrative Support, Adobe Illustrator, Desktop Publishing, Graphic Design, Illustration, Illustrator, Microsoft Powerpoint, Photoshop, Powerpoint, Proposals, Publishing, Training, And Sell, Branding, Clients, Deployment, Liaison, Premier, Rims, Solutions, Basis, Award, Excel, Indesign, Microsoft Office, Ms Office, Word, Associate