

# MELISSA WARD

UX/ UI + GRAPHIC DESIGNER

## WORK EXPERIENCE

### Web Seasonal Associate

#### Philadelphia Eagles

- Updated CMS as needed to keep website up-to-date
- Fostered collaboration and consistency by keeping open communication with over five different departments on a weekly basis
- Utilized Adobe Creative Suite, Figma, Judo, and more to create engaging and well constructed in-app experiences
- Built both internal and external forms using Formstack and Cognito

### Design Intern

#### MidAtlantic Employers' Association

- Collaborated with Managing Director to edit PowerPoint decks
- Utilized template to provide a more current look and feel to over 20 different PowerPoint decks
- Maintained strong communication throughout remote internship
- Received positive feedback from multiple member companies, generating additional business

### Assistant Manager

#### Jules Thin Crust

- Create and manage employee schedules, accommodating individual requests and requirements
- Ensured employees complied with company policies and procedures
- Manage all team members on shift, including cooks, food runners, servers, and hosts
- Respond quickly and efficiently to customer complaints

## CONTACT



610-780-1803



[mmacward99@gmail.com](mailto:mmacward99@gmail.com)

## EDUCATION

### JAMES MADISON UNIVERSITY

B.S. Media, Arts, and Design  
Concentration: Interactive Design

## SKILLS

Adobe Photoshop



Adobe Illustrator



Figma



CSS & HTML



Github



Canva



Formstack



Cognito



WordPress

