







NANCY JAMISON

Poleya Designs

Visual Designer

 <https://njamison95.github.io/poleyadesigns/index.html>
 poleyadesigns@gmail.com
 571-274-1636
 Arlington, VA

WORK EXPERIENCE

Graphics Assistant

George Mason University College of Science
FAIRFAX, VA

JUN 2023 - PRESENT

- ✦ Created graphics and Instagram Reels videos using Adobe Photoshop, Adobe InDesign, Canva and Adobe After Effects
- ✦ Assisted the College of Science Marketing Team in the complete rebranding of George Mason University in 2024
- ✦ Collaborated with team members on developing future marketing and social media campaigns
- ✦ Designed graphic templates for campaigns following the university's branding guidelines

Web Designer

Revelare Networks
REMOTE

OCT 2024 - JAN 2025

- ✦ Collaborated with 5G and Internet Protocol (IP) network security subject matter experts to refine website content
- ✦ Prototyped mock website and designed wireframes using Figma

Office Support Specialist

The Barker Adoption Foundation
BETHESDA, MD

AUG 2022 - JUN 2023

- ✦ Designed social media posts, employment flyers, and digital banners using Canva, and managed postings using Sprout Social and Constant Contact
- ✦ Extensive use of Microsoft Office (Word, Excel, Outlook, and Teams) and Adobe Acrobat
- ✦ Responsible for administrative support for the board and staff, file management, greeting guests, phone and mail duties, participating in company events and outreach

SKILLS

- ✦ HTML/CSS
- ✦ Adobe Illustrator
- ✦ Photoshop
- ✦ After Effects
- ✦ InDesign
- ✦ Figma

VOLUNTEER WORK

Provisions Research Center for Arts and Social Change
FAIRFAX, VA

JAN 2024 - AUG 2024

- ✦ Website development using Figma and WordPress

CASA Mi Espacio

WOODBIDGE, VA

JUN 2019 - AUG 2019

- ✦ Developed lesson plans in Spanish for immigrant students at local high school

EDUCATION

Graphic Design, Undergraduate Certificate

George Mason University
FAIRFAX, VA

MAY 2023 - MAY 2025

Chinese, Bachelor of Arts

University of Maryland
COLLEGE PARK, VA

AUG 2018 - MAY 2022

Architecture Study Abroad

ITALY

JUL 2018

- ✦ Architecture class for rising freshmen

AWARDS

Winner of Mason Film Festival Poster Contest

George Mason University Film and Video Studies,
College of Visual and Performing Arts
FAIRFAX, VA

MAR 2025

Dean's List

George Mason University College of Visual and
Performing Arts

FAIRFAX, VA
2023, 2024

Scholastic Silver Key Award

ARLINGTON, VA
2017

Scholastic Gold Key Award

ARLINGTON, VA
2015, 2016

MEMBERSHIPS

Clearance Ready Program

George Mason University
FAIRFAX, VA
JAN 2025 - PRESENT

Game Analysis and Design Interest Group (GADIG)

George Mason University
Fairfax, VA
JAN 2025 - PRESENT

LANGUAGES

- ✦ Spanish (Intermediate)
- ✦ Mandarin Chinese (Beginner)