

# MEAGHAN Bishop

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SKILLS	Logo and Print Design Project Leader Time Management	Email Design and Development Positive Team Player Productive Under Pressure	Detail Oriented Client Communication Entrepreneurial
EDUCATION	FASHION INSTITUTE OF TECHNOLOGY • NEW YORK, NY ASSOCIATE DEGREE, MAY 2013 MAJOR: Communication Design	JAMES MADISON UNIVERSITY • HARRISONBURG, VA BACHELOR OF ARTS, MAY 2009 MAJOR: Communication Sciences and Disorders MINOR: Exceptional Education	
SOFTWARE	Adobe Acrobat Adobe Dreamweaver Adobe Illustrator	Adobe InDesign Adobe Photoshop CSS	HTML5 MS Outlook MS Word
EXPERIENCE	<b>JOBSON MEDICAL INFORMATION • NEW YORK, NY</b> GRAPHIC DESIGNER [MARCH 2014 - FEBRUARY 2017] <ul style="list-style-type: none"><li>• Created marketing materials including advertisements, newsletters, sales presentations, trifold, brochures, catalogs, posters, magazines, signs, billboards, and online marketing materials.</li><li>• Coordinated with sales reps, marketing managers and clients on projects from start to completion.</li><li>• Trained new designers in company protocol and effective design practices to increase productivity.</li><li>• Juggled multiple projects while effectively managing timelines and expectations.</li><li>• Designed and coded emails and email templates (HTML &amp; CSS).</li><li>• Created different logos, invitations, programs, signage, and menus for events.</li></ul> <b>FREELANCE • NEW YORK, NY</b> FREELANCE GRAPHIC DESIGNER [MARCH 2011 - PRESENT] <ul style="list-style-type: none"><li>• Market and production cost research to ensure competitive pricing.</li><li>• Social media marketing using banners and email to reach clientele.</li><li>• Conceptualize and design marketing materials, invitations, wedding materials and business cards</li><li>• Retouching photos for websites and personal use</li></ul> <b>EAST COAST CYCLE SUPPLY • FARMINGDALE, NY</b> GRAPHIC DESIGNER [MARCH 2013 - MARCH 2014] <ul style="list-style-type: none"><li>• Designed bicycle graphics for a range of different clients by researching demographics, color trends and interpreting clients requests to present them with multiple options</li><li>• Drove traffic to the website and increased brand exposure by creating digital and print marketing material for emails, display ads, social media, store signage, flyers and coasters</li><li>• Presented products in an appealing manner by transforming products into clean, eye catching packages;</li><li>• Designed apparel such as T-shirts and uniforms for stores and schools</li><li>• Edited and added new products to eCommerce site</li></ul> <b>ION MEDIA NETWORKS • NEW YORK, NY</b> RECEPTIONIST [NOVEMBER 2011 - MARCH 2013] <ul style="list-style-type: none"><li>• Received and recorded incoming deliveries</li><li>• Prepared materials for meetings/events</li><li>• Organized and kept track of office inventory</li><li>• Used and maintained the computerized conference room booking system.</li></ul> <b>JASPAN SCHLESINGER LLP • GARDEN CITY, NY</b> RECEPTIONIST [AUGUST 2009 - NOVEMBER 2011] <ul style="list-style-type: none"><li>• Received and distributed telephone messages as appropriate, and passed them; promptly to the appropriate member of the firm using judgment of urgency</li><li>• Provided face-to-face contact for visitors in a courteous manner</li><li>• Designed logo for firm softball team</li><li>• Designed marketing material for political campaign</li></ul>		