

(918) 230-9704

SIERRABERKENBILE@GMAIL.COM

Skills

ADOBE INDESIGN

ADOBE ILLUSTRATOR

ADOBE PHOTOSHOP

ADOBE MUSE

MICROSOFT WORD

MICROSOFT EXCEL

MARKETING

BRANDING

Education



★ 2009-2012

The New England Institute of Art Bachelor of Science in Graphic Design

o 2008-2009 Tulsa Community College

Accomplishments

- ▶ SMPS Spring Training, 2013-2015
- Graceworks Training, 2013-2014
- Ai Service to the Community Award, 2012
- CRLA Tutor Certified, 2011
- Emerging Leaders Program Certified, 2010
- Tulsa Zoo Volunteer, 2009
- Tulsa Achieves Scholarship, 2008

Experience

NOVEMBER 2012 - PRESENT

Manhattan Construction Company Marketing & Design Coordinator

- Designed corporate advertising, large-scale signage, promotional products and marketing materials while adhering to branding guide.
- Provided administrative support for the company marketing department and design support across all offices.
- Coordinated marketing database, tracking reports, project information and multi-million dollar proposal efforts.
- Edited project photography, company website, proposal content and company news.
- Participated in multiple training programs including monthly marketing lectures hosted by the Society for Marketing Professional Services.
- Worked closely with joint venture partners, project teams and local printers.

FEBRUARY 2012 - AUGUST 2012

Newbury Comics & Punk.com Graphic Design Intern

- Designed Newbury Comics store signage, store barricades and brand advertising including logo revision for store packaging.
- Created all graphics and advertising for the Punk.com fashion website, coordinated e-mail newsletter blasts, assisted with market research.

NOVEMBER 2009 - AUGUST 2012

The New England Institute of Art

Academic Achievement Assistant (2009-2012)

O Designed in-office displays and signage for school events, acted as a student tutor and as a mentor for freshman seminar classes, proctored placement tests and provided administrative support.

Adjunct Academic Advisor (2012)

 Counseled students, led Freshman Seminar classes, managed student registration and student case load.