

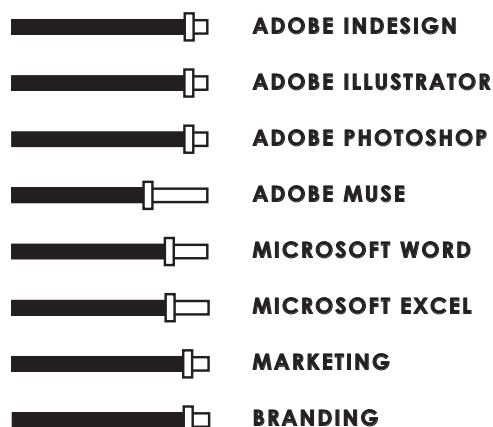


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Skills



Education

-  **2009-2012**
The New England Institute of Art
Bachelor of Science in Graphic Design
-  **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)

- 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.