

Qualifications Profile

Art/Design Production

Wide ranging knowledge of both graphic and studio visual design and art from inception to completion. Effective at organizing and coordinating large projects with team members and clients. Competent in a large array of graphic programs and studio art design theory.

Administration and Communication

Provide efficient administrative support for a wide variety of program participants and staff. Prioritize and organize workloads to meet strict deadlines. Establish and maintain strong working relationships with not only management and staff, but more importantly with internal and external clientele.

Technical Proficiencies

Macintosh OS X, Microsoft Windows, Adobe Master CS-CS5.5, Quark Express, AutoDesk AutoCAD/Maya, Apple iWorks, Microsoft Works, HTML 5, CSS 3, Java Script, PHP, Wordpress, and Digital Photography.

Strengths and Accomplishments

Enthusiastic and creative; demonstrated ability to achieve objectives within strict deadlines. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs. Experience with taking an unorganized process and reworking into an efficient and well organized operation.

Education

Bachelor of Fine Arts, Visual Arts (Magna Cum Laude/Departmental Honors)

McDaniel College (Western Maryland College), Westminster, Maryland
Studio Art with Graphic Design concentration, Art History, Graduated 2007

High School Diploma (High Honors)

Linganore Senior High School, Frederick, Maryland
Concentration: Technical and Commercial Art, Graduated 2003

Experience Highlights

JōSF Design, New Market/Westminster, Maryland

Graphic Designer/Artist, 2006-Present

Closely work with clientele to develop design projects from inception to implementation. Works range from oil painting and digital artistic rendering/illustration to periodical and identity packages. Selected clients include: Rodgers Consulting, Seven Oaks Media Group, Pure Home Collection, Human Circuit, Property Room, and McDaniel College.

The Walchli Tauber Group, Inc., Bel Air, Maryland

Online Production Manager, 2008-Present

Development and maintenance of a series of advertising sales aids (media kits, presentations) for a number of medical organizations represented by the firm using pre-existing identity packages and guidelines. Management of multiple online ad hosting databases and billing for several medical organizations. Creation of several print advertisements for use in periodicals. Development and management of the firm's web site.

PNC Bank, Frederick, Maryland

Banking Associate Level II (concurrent with education), 2005-2008

Served as personal relations representative and developed Microsoft Word and Excel templates as needed.

AnnMarie's Interior Details, Frederick, Maryland

Interior Design Assistant (concurrent with education), 2001-2005

Used computer based drafting programs to translate floor plans and on-site measurements into presentable space plans for a team of interior designers.