

## employment

### Aronson's Floor Covering, New York, NY Project Manager/Administrative Assistant

November 2010 - Present

- > Oversee the production of all AIA events
- > KT Le Corbusier Paint Color Expert
- > Responsible for writing proposals, creating invoices, and billing clients
- > Build and maintain clientele relationships
- > Keep company blog up to date
- > Basic administrative duties: answering telephones, responding to emails, filing papers monthly

### Universal American, Solon, OH Graphic Designer

May 2007-October 2010

- > Lead Graphic Designer for 8-person Marketing department, responsible for 18 major design projects annually
- > Assign projects and collaborate with copywriters, studios and ad agencies to produce full color plan guides and comprehensive marketing communications distributed to over 1.9 million members
- > Develop visual themes and graphic enhancement for major corporate events, enrollment drives, sales functions and in-house Marketing
- > Create, design and produce booth, banners and handout designs for national tradeshow
- > Transform copy and outlines into compelling visual messaging, while adhering to parent company branding requirements and strict government agency regulations
- > Participate in weekly strategy meetings, huddles and project management reviews
- > Successfully design multi-piece Marketing kits, enrollment pieces, engagement collateral and comprehensive medical booklets for membership distribution
- > Primary design resource in conjunction with Project Managers and Fulfillment department to keep projects on-track and on time

### Visual Resource Center, Akron, OH Student Assistant

September 2005-May 2007

- > Assisted students and faculty with various day to day activities
- > Utilized my computer expertise to keep laptops and PCs trouble-free
- > Managed audio-visual equipment

## education

### The University of Akron, Akron, Ohio

Mary Schiller Myers School of Art

Bachelor of Fine Arts, Graphic Design, May 2008

## computer skills

Skilled on both Mac & PC platforms in:

- > Adobe InDesign
- > Adobe Illustrator
- > Adobe Photoshop
- > Microsoft Office
- > Vectorworks

Proficient on both Mac & PC platforms in:

- > Adobe Dreamweaver
- > Adobe Flash
- > Macromedia FreeHand
- > QuarkXPress