



EXPERIENCE

GRAPHIX SOLUTION

Director of Project Management and Design Services

graphixsolutionnc.com

May 2022 - current

- Responsible for managing the execution and coordination of signage projects.
- Assigned incoming jobs to appropriate project managers.
- Led weekly, company wide, work in progress meetings as well as daily department specific check-ins.
- Managed project life-cycle of designing, engineering, manufacturing, delivery and installation.
- Redesigned and developed company's new website in it's entirety. Wrote and launched blogs and created social media posts.
- Traveled to sites for large signage projects to document and collaborate and define scope of work with client.

SKILLS

SOFTWARE

Adobe Illustrator, InDesign & Photoshop

Microsoft Word, Excel, Powerpoint & Google Docs, Sheets & Slides

Canva, Airtable, Trello & Prezi

GRAPHIC & WEB DESIGN

CREATIVITY

SOCIAL MEDIA

COMMUNICATION

OTHER EXPERIENCE

JASPER CARE PACKAGES

Freelance Graphic Designer

- Responsible for developing and designing visual theme for newsletter.
- Created project timeline defining deliverable content and dates.

OVERTIME SOFTWARE

Freelance Graphic Designer

- Designed and formatted visual components for college athletic recruiting mobile apps. Some of the schools include LSU, TCU and ASU.

KORNMEYERS FURNITURE

Marketing Coordinator

- Designed all print advertising for store promos/campaigns for newspaper/magazines, direct-mail, and in-store marketing.
- Responsible for negotiating ad pricing and renewal contracts. Managed co-op advertising program and helped develop promotional calendar.

EDUCATION

LOUISIANA STATE UNIVERSITY

Baton Rouge, Louisiana

- Bachelor of Arts in Mass Communication with a focus in Advertising and additional studies in Fine Art.