

I ask that this application / inquiry be held confidential, please do not contact my current employer at this time.

## ABOUT ME



### EDUCATION:

James Madison University  
BFA – Graphic Design

### OBJECTIVE:

My goal is to pursue a career which provides the opportunity to utilize my existing skill set, expand those talents and creative abilities, and challenge me to continuous professional growth.

### Skills and Experience:

#### 2D digital design and layout:

Photoshop, Illustrator, In Design, Quark Xpress, Corel Draw

#### Web and email marketing:

Dreamweaver, HTML, CSS coding, mailchimp, genius.com, Salesforce

#### Video editing:

Adobe Premiere, iMovie, AVID, multiple file conversion platforms

#### Misc Other:

AutoCad, SweetHome3d, Sketchup, Photography, Xenotech, MSOffice, Extremely proficient in learning new software suites.

## EMPLOYMENT

### Current:

**Expert Global Solutions | NCO Group**  
**Marketing Projects Coordinator**  
**April 2011-Current**

#### Responsibilities:

Lead Designer for corporate visual communications – Print and digital collaterals, recruitment materials, trade shows, client informational materials, presentations, email marketing and branding solutions.

#### Accomplishments:

- Researching, developing and successfully deployed new and improved visual materials.
- Co-developing full corporate branding identity and guidelines for multi-national rebranding.
- Creation of internal digital video branding development and distribution to clients.

### Prior:

**W&E Baum**  
**Graphic | Industrial Designer**  
**Oct 2007 – April 2011**

#### Responsibilities:

Created concepts specializing in the custom design and manufacturing of new and updated recognition systems to the unique needs of each client.

#### Accomplishments:

- Created numerous donor walls, trees of life, custom plaques, memorials, as well as awards and signage.
- Developed new product lines, services and social media presence
- Provided supplementary IT services

**Hurricane Harbor, NJ**  
**Aquatics Supervisor and Instructor**  
**March 2000 - September 2008**

#### Responsibilities:

- Development and execution of comprehensive employee training, recruitment, retention and awards programs.
- Management of operations for a staff of over 200 employees.
- Maintaining emergency equipment, responsible for State safety procedure documentation

#### Accomplishments:

Responsible for a marked increase in overall park performance levels to the extent of being requested to aid another department in their employment procedures for new staff.

## REFERENCES

**Heshy Spira**  
**Owner / VP, W&E Baum**  
**800.922.7377**

**Laura McLaine**  
**Marketing Projects Coordinator**  
**EGS | NCO Group**  
**610.568.5233**

**Michael Thurk**  
**Marketing Director at DST Health Solutions**  
**678.576.7425**

**Additional References Available Upon Request.**