

Profile

Responsible for all design tasks, including interacting with clients and identifying their needs, collecting relevant information about products/services and their users, and brainstorming and planning design ideas

Expertise

Computer proficient
Training and development
Forklift
Inventory OS
Creative Problem Solving

Adobe CC with proficiencies in
• Photoshop • InDesign • Illustrator
• Muse • Microsoft Office
• Print file preparation • Quality control

Experience

Northern Cherokee Nation

Lead Designer/Project Manager/Web-master

March 2017 - Present

Clinton, Mo.

- Developed and maintained print/web collateral, graphical standards, marketing
- Coordinated, designed and maintained website.
- Worked in conjunction with the Chief, as well as the Tribal Council and created publications to specifications.
- Acted as tribal liaison, managing projects, press checks.
- Directed creative concepts for website and print initiatives.
- Developed innovative concepts for the Northern Cherokee Nation.

Rig Wives Foundation

Designer/Web-master/Project Manager

October 2010 - December 2016

Odessa, Mo.

- Conducted analysis to address needs of Oil/Gas Industry family which led to better understanding of the work and worry the spouses endure.
- Monitored multiple databases to keep track of all company inventory.
- Successfully led key projects which resulted in adding a international member base.
- Prepared correspondence with Fortune 500 companies.
- Planned and executed website development.
- Successfully led fund raising projects which resulted in the ability to start emergency fund program.
- Graphically designed all merchandise that increased sales by 30% over one-year period.

Education

May - 2004
**Adam & Eve
Cosmetology,**
Nail Technician

March - 2018
**The Art Institute
of Pittsburgh –
Online Division,**
Digital Degree

Professional Summary

I enjoy collaborating with my fellow employees as well as management to find a faster and more cost-effective work-flow to accomplish objectives.

I am well-organized and have the ability to work under tight deadlines.

Professional Summary

I have been a valued asset for all the companies I have worked with and look forward to working with you.

References

Available upon request