

EN2CREATIVE

Savvy, effective project manager with web and graphic design experience. Accustomed to meeting tight deadlines and navigating fast-paced environments. Skilled in managing and/or creating business-to-business marketing materials for web and print, including:

PRINT

Advertising	Invitations
Billboards	Logo Design
Brochures	Page Layout
Corporate Identity	Posters
Flyers	Trade Show Display

WEB

- Banner Ads
- Flash Animation
- Online Weekly Publication

PLATFORMS

Proficient in both MAC and PC applications:

APPLICATIONS

Adobe Creative Suite (Photoshop, InDesign, Illustrator, Flash and Dreamweaver), Adobe Acrobat, CADD, Director, Distiller, Enfocus Pitstop, Excel, FileMaker Pro, Freehand, Lotus Notes, Pagemaker, Powerpoint, QuarkXpress Swivel, Word

PROFESSIONAL EXPERIENCE

Paul Hastings LLP Los Angeles, CA 1/2010 – present

Business Development Senior Designer

- Design branded materials for use in internal and external communication
- Incorporating original design concepts and templates across a wide range of marketing platforms
- Coordinate graphics projects within the communications team
- Identifying tasks and duties associated with the projects, and developing timelines
- Collaborate with a wide variety of clients to develop design product that meets the needs of attorneys, department stakeholders and business development managers and coordinators while also maintaining brand consistency
- Select printing and design vendors and assuring high quality product(s) and achievement of target production dates
- Organize/archive electronic graphics files and graphic supplies, paper/vendor samples and printed branding samples

Kaiser Permanente Burbank, CA 12/2007 – 12/2009

Project Manager (Business Marketing Communications)

- Manage advertising projects for both internal and external business clients
- Fulfill advertising requests for internal and external publication (web banners, magazine advertising, etc)
- Write creative briefs detailing project direction by collaborating with writers and designers to create ad kits for marketing campaigns
- Produce flash banners and interactive materials
- Meet financial and deadline expectations for each project
- Establish relationships with external printers to ensure jobs are performed as expected
- Consult with Legal/Regulatory for content approval

Jefferies & Company, Inc. Los Angeles, CA 12/2006 – 12/2007

Creative Coordinator

- Designed brochures, fact sheets, advertising, and in-house marketing materials for investment firm
- Developed flash banners, animated gifs and web banners with design team
- Managed the production of daily research reports, convention books and investment marketing pieces
- Collaborated with in-house creative team and freelance designers to produce layouts for projects
- Coordinated printing of oversized posters, fact sheets, billboards and handouts

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Radio & Records, Inc. Los Angeles, CA 4/1997 – 12/2006

Advertising Design Manager

- Managed the creative direction and goals for record label's advertising projects
- Oversaw layouts for graphic design materials such as illustrations, publications, graphs and charts
- Wrote copy for advertising and marketing materials such as brochures and handouts
- Created corporate designs within brand specifications
- Designed and proofed artwork, display materials and copy layouts
- Lead communications contact for external vendors, including printers
- Coordinated graphic timelines
- Processed client-sent ads via FTP server

Los Angeles Times Glendale, CA 9/1996 – 4/1997

Mac Artist / Ad Assembler

- Create/Revise newspaper ads in the classifieds, auto and real estate sections
- Touch-up real estate photos, masking of logos and corporate identities
- Manual and computerized paste-up processing

Gonluco Printing Glendale, CA 9/1995 – 9/1996

Graphic Designer

- Created tri-fold brochures, pamphlets, flyers and other B2B marketing materials
- Printed 4/Color poster size outputs for clients with laminating and mounting on foam core
- Performed duties as assigned including copying, binding, fiery outputs and customer service

FREELANCE EXPERIENCE

Frandsen Design No. Hollywood, CA 10/1999 – 5/2001

Freelance Graphic Designer

- Character coloring for various The Simpsons books
- Created 4/Color and B/W ads for the Neil Bogart Foundation Dinner Brochure and program book

Richard Runyon Design Brentwood, CA 2/1998 – 1/2000

Freelance Graphic Designer

- Create logos, corporate identities, packaging and other graphic duties as assigned
- Work on a monthly basis as needed for client monthly publications

EDUCATIONAL BACKGROUND

California State University, Los Angeles

Bachelor of Arts, Graphic Design

ACHIEVEMENTS

- MDFG Spirit of Excellence Award
- Associated Students Scholarship Award
- Ephebian Society Member (Top 15 students in graduating class)
- Student Assistant of the Year Award, University Student Union
- Who's Who Among American High School Students Award

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