



**MINUTE MAIL CONSULTING** 09/2020 – 11/2020, 04/2022– PRESENT  
**Graphic Designer (Contract)** Dacula, GA

- Prepares and assembles images and illustrative material and copy and manages layout for prepress commercial printers.
- Design print mail from scratch using InDesign and ensuring the design is branded to each political campaign.
- Edit and assist custom logo design, motion graphics, and digital/linear signage for political campaign.
- Develops and maintains accurate customer files based on production workflow.
- Follows processes for proofing, template consistency in compliance with company procedures.
- Edit photo, typography, and print production.
- Use Adobe InDesign, Illustrator, and Photoshop to complete projects.
- Perform projects to completion with minimum supervision.
- Develops and maintains accurate customer files based on production work flow.

**ACITYDISCOUNT** 07/2018 – 06/2019  
**Web Developer / Graphic Designer** Norcross, GA

- Designed email marketing tool from Photoshop, construct HTML and transferring the code to Constant Contact.
- Developed homepage banners for the e-commerce store.
- Collaborated with the Marketing Department to design digital and print marketing material.
- Collaborated with the IT department to execute graphic elements for system tools.
- Monitored and enhance tools on our web site to improve user experience and sales conversion.
- Re-coded the website on Bootstrap in order to enable e-commerce capabilities.

**ATLANTA DESIGN GROUP** 11/2017 – 07/2018  
**Web / Graphic Designer** Norcross, GA

- Developed the corporation website and all the other brands using WordPress from start to finish.
- Generated new images using computer software.
- Marked up, pasted, and assembled final layouts to prepare layouts for printer.
- Drew and printed charts, graphs, illustrations, and another artwork, using computer.
- Creatively developed new design concepts, layouts, and branding for clients.
- Conceptualized and produced a wide variety of digital and print media material within company guidelines on a strict deadline.
- Reviewed final layouts and suggest improvements as needed.
- Assisted sales and marketing team and managers to discuss and determine layout design.
- Developed graphics and layouts for product illustrations, company logos, and Internet websites.
- Developed, created and post material and content for social media campaigns.
- Created, delivered, edited and optimized marketing material for print and web.

**TAMRA WADE AND PARTNERS** 07/2017 – 11/2017  
**Graphic Designer / Marketing Specialist** Buford, GA

- Created designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
- Determined size and arrangement of illustrative material and copy and select style and size of type.
- Mark up, paste, and assemble final layouts to prepare layouts for printer.
- Developed graphics and layouts for product illustrations, company logos, and Internet websites.
- Inputted key information into computer equipment to create layouts for client or supervisor.
- Researched and studied illustrations and photographs to plan presentation of materials, products, or services.
- Prepared notes and instructions for workers who assemble and prepare final layouts for printing.

## EDUCATION

### THE ART INSTITUTE OF ATLANTA

Bachelor of Fine Arts in Graphic Design, 2005



## AWARDS & HONORS

Best in Show, Graphic Design Associates,  
Art Institute of Atlanta, 2003

Pollie Award, Mad Dog Mail, 2008



## SOFTWARE & SKILLS

- Photoshop
- Illustrator
- InDesign
- Dreamweaver
- Premier Pro
- Office 365
- Slack
- WordPress
- HTML
- CSS
- Javascript
- Bootstrap
- Constant Contact
- MailChimp
- Basecamp
- Magneto CE
- Kolor Autopano Pro
- SaleForce

- Developed, create and post material and content for social media campaigns.
- Supported the sales and marketing team by maintaining inventory and providing collateral and other marketing supplies upon request.
- Ensured that company messages and materials are accurate and consistent with brand guidelines.
- Created, delivered, edited and optimized marketing material for print and web.

**ROMABIO**

**05/2012 - 10/2013, 07/2014 - 07/2017**

**Web / Graphic Designer**

**Atlanta, GA**

- Developed WordPress website, brochures, business cards, and setting up emails, servers and helping out around the business when needed.
- Designed labels for 1 liter and up to 15 liters of paint buckets. Over 150-page color deck for the company's color panel.
- Planned and sketched all UI designs, icons, and color in Illustrator.
- Designed custom pages with Advanced Custom Field for easy user input layout and content in WordPress.
- Installed and setup Desktop for Windows base machines and Microsoft Exchange Email.
- Edited video instructions on how-to projects.
- Designed and layout in store display.
- Researched and constructed Google Analytics setup and tracking within WordPress.

**RENTPATH**

**05/2015 - 08/2015**

**Graphic Artist (Contract)**

**Atlanta, GA**

- Build, stitched, and photo-retouched high-resolution panoramic pictures and photo retouching high-resolution flat photos for apartments, town homes, and senior living complexes.
- Mood board / Swipe Research for residential design and advertisement concepts.
- Draft, communication and presentation skills.
- Must be able to work in a fast-paced environment and multi-task across different projects.
- Managed time and provided detail in complex projects.

**RS INDUSTRIAL**

**12/2013 - 03/2014**

**Web Designer (Contract)**

**Buford, GA**

- Designed and developed Windows based computer design of three WordPress website. Using Cherry Framework to layout pages.
- Designed custom pages with Advanced Custom Field for easy user input layout and content in WordPress.
- Planned and sketched all UI designs, icons, and color in Illustrator.
- Ran cPanel clean up and structuring files and manual setting up SQL database for WordPress.
- Maintained and updating the look of Magneto CE store of gluearts.com.

**CAMPUS SPECIALS**

**05/2011 - 08/2011**

**Graphic Designer (Contract)**

**Duluth, GA**

- Designed coupons for business's around colleges.
- Enter data for SMS messages.

**MAD DOG MAIL**

**01/2008 - 11/2008, 09/2009 - 06/2010**

**Graphic Designer**

**Yulee, FL**

- Design 8.5x11 direct mail cards for political clients for mail out ads.
- Setup the spec to the printing company to have it ready to print.
- Develop their website.

**NETWORK COMMUNICATION INC (NCI)**

**10/2005 - 12/2007**

**Graphic Artist**

**Duluth, GA**

- Designed and setup custom templates for company system.
- Ensured image and text quality.