

Graphic Designer, seeking an opportunity to learn and grow within a dynamic and creative environment. Current experience is in Adobe Creative Suite (CS4), and basic working knowledge of Dreamweaver, HTML and CSS. Looking for a new opportunity where I can hone my skills and work as part of a team.

Columbia College Chicago
Degree: BFA Art & Design; Concentration: Graphic Design
Graduation date: Spring 2011

Proficient in:

- Adobe Creative Suite (CS4): Photoshop, InDesign, Illustrator
- Microsoft Office: Powerpoint, Word, Excel, Outlook

Working Knowledge of:

- Adobe Dreamweaver (CS4)
- HTML/CSS
- Constant Contact
- Mail Chimp

Winsby, Inc.

October 2011 - present

Call Center Agent

- Responsible for outbound calls to customers current, past and/or prospective clients.
- Handling approximately 150 outbound calls daily in a fast paced environment to past current, and prospective customers.
- Reading, explaining and responding to customer inquiries related to customer products and services.
- Communication with various individuals and businesses, handling outbound calls with administrative staff, plant or service managers and owners of small businesses.
- Update and maintain accurate customer database.
- Conduct short customer satisfaction surveys with contact person at customer site.

Lisa D Designs (Freelance)

September 2009 - present

Graphic Designer: (Recent Projects)

Client: Windy City Media

- Worked side by side with intern and volunteers, preparing photos and other archived media for scanning / digital filing system.

Responsible for taping down photos and media and keeping files arranged in order by publication, issue and date.

Client: C.A.A.N. (Community Alliance & Action Network

- Created and am currently responsible for maintaining a social media presence to obtain more donations for "TEN C.A.A.N." Campaign.

- Designing postcards for "TEN C.A.A.N." Donation campaign for C.A.A.N.

Responsible for concept, sketches and all production of postcard.

Client: Equality Illinois

- Designed "FAITH In Our Community: A List of LGBT Related Resources For Individuals Of Faith" resource book. Responsible for entire design and layout of book.

- Designed print ad and web banner ad for Equality Illinois Women's Social Event. Responsible for concept, sketches and production of ads.

- Production work on "Raising the Bar" resource book. Responsible for laying out all ads, law firm logos, and typesetting entire book.



Graphic Design

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Acapella Media, LLC

July 2010 - October 2010

Graphic Design Intern:

- Project research; including browsing inspiration websites, design blogs (visual research), and also gaining more knowledge of the client's product &/or company.
- Worked with Art Director on website redesign for an existing restaurant (Twisted Lizard). Responsible for concept of site design and photography of elements used.
- Worked side by side with Illustrator & Art Director on a logo/identity for a new restaurant (Pizza CS).

Responsible for illustration of flame element and

typography used in logo.

- Worked on creating corporate folders. Responsible for conceptualizing and sketching ideas for folder design.

Columbia Chronicle

November 2009 - May 2010

Graphic Designer:

- Worked side by side with another designer & manager to refresh page templates for Arts & Culture section.

Responsible for some illustration, type choices and design of entire layout.

- Created new print ads for local businesses.

Responsible for both concept and production of ads.

- Created graphics for news stories. Responsible for appropriate idea/concept for news story graphics, and execution of graphics.

- Was part of the team that edited final pages of

Chicago Jazz Ensemble

March 2008 - November 2009

Marketing Intern:

- Assisted Director of Operations.

Responsible for filing, faxing, copying, and typing documents.

- Designed flyers for master classes.

Responsible for concept and production.

- Artist liaison for guest artists. Responsible for picking artist up from airport, bringing them to hotel, rehearsal, & concerts).

- Posted upcoming concerts and events on local online publications such as TimeOut and Chicago Reader.

- Archived press releases and news clippings

- Assisted with the production of concerts.