

EXPERIENCE

2009 - Present

Print + Web Production Artist

- Graphic design and development of web and print materials.
- Conduct stock photo and stock music research for given projects.
- Produce web and printed pieces at pace that meets and exceeds all scheduled delivery points.
- Accurately archive assets on project servers with strong organizational skills.
- Production support for both web and print including image retouching, pre-press production, etc.
- Assist Graphic Designers, Creative Director and CEO with elements of projects.

O'Rourke Hospitality Marketing

Newburyport, Massachusetts

2003 - 2009

Marketing Account Manager

- Website and graphic design as well as marketing and account support for full service ad agency with a diverse group of clients.
- Responsibilities included website design, maintenance and management. Also design marketing collateral including; print ads, brochures, newsletters, postcards, letterhead, business cards, signage, and unique promotional items.
- Tracked website traffic and results of marketing campaigns for clients.
- Proof and managed content on client websites.
- Independently managed multiple accounts and provide them with ultra personalized customer service and results.
- Assist the president of the company with the handling of accounts and daily operations.
- Manage small staff of designers and interns.

The Dahl Group

Boxford, Massachusetts

2003

Internship

- Worked directly with high-level executives at this full service, advertising agency.
- Researched marketing plan for Tech Federal Credit Union.
- Observed and participated in generating and meeting clients marketing objectives.

The Packett Group

Roanoke, Virginia

EDUCATION

2009 - 2010

Graphic & Web Design Certificate

- Coursework: Typography, Layout and Color; Illustrator; Photoshop, Indesign, Prepress, HTML, CSS, Flash.

Center for Digital Imaging Arts at Boston University

Waltham, Massachusetts

1999 - 2003

Bachelor of Arts in Business Administration

- Concentration in Marketing
- Coursework: Business Policy, Buyer Behavior, Marketing, Marketing Research, Sales and Accounting.
- Member of Alpha Kappa Psi, National Business Fraternity
- Attended Coast Guard Leadership Program in Outer Banks, North Carolina.

Roanoke College

Salem, Virginia

COMPUTER SKILLS

 Fluent in both Mac and PC platforms

- Photoshop
- InDesign
- QuarkXpress
- Illustrator
- Flash
- XHTML/CSS
- Dreamweaver
- Word
- Excel
- PowerPoint

