

PROFILE

Creative Designer skilled in visual conceptualization, graphic design, illustration, digital renderings, drafting, and 3D modeling.

Six years professional experience Graphic Design, Project Management, Print/Web Marketing, Desktop Publishing, Cabinet & Furniture Design, and Bookkeeping

Twelve years professional experience in Supplier & Product Management, Customer Service, Office Management, and Data Management

Successfully able to manage multiple projects from conception to execution with attention to deadlines and details

Strong analytical skills combined with innovative and creative solutions

Flexible, fast learner with excellent verbal and written communication skills

EDUCATION

Bachelor of Science in Architecture
University of Texas at Austin

TECHNICAL SKILLS

Graphic | Indesign, Photoshop, Illustrator, Acrobat Pro, Dreamweaver

Drafting & Modeling | Autocad 2013, Sketchup, Vectorworks

Office | MS Office with advanced Excel, Quickbooks, Windows 7, Mac OS X, Color scanners

EXPERIENCE

The WIM Group – Austin, TX {Designer/Office Manager}
February 2006 – January 2012

Responsible for managing office operations, including but not limited to graphic design, project management, vendor liaison, drafting, marketing, client relations, website content/updates, bookkeeping, estimating, and job analysis

Graphic Design & Marketing | Independently responsible for conceptualization and design of print marketing materials from preflight to press; Website maintenance including photo shoots, photo touch ups, and text edits; Researched & implemented new technologies for operational improvements

Design & Project Management | Design custom furniture and cabinets; Create 2D & 3D renderings of each project for client approval; Manage multiple projects with production schedule, material purchasing, finish, and installation

Office Management | Vendor Liaison; Job Analysis Reporting with Quickbooks data in Excel; Job Estimating; General Bookkeeping duties with AP/AR, Purchasing, Payroll, Inventory, Sales & Payroll Tax filing

Beneficial Bug – Austin, TX {Designer /Operations Manager}
August 2004 - January 2006

Graphic Design & Marketing | Designed 2006 Catalog and seasonal mailers from conception to print, created monthly e-marketing campaigns, and website maintenance

Office Management | Responsible for business operations, including but not limited to vendor relations, client management, and order fulfillment

Product Management | Managed product offering, pricing, inventory, purchasing, and sales forecast of 400 unique items

Site Stuff – Austin, TX {Product Manager}
February 2001 – August 2004

Product Management & Vendor Liaison | Successfully increased vendor partnerships from three in 2001 to twenty-four in 2003; Managed and maintained product offering catalog data for over 8,000 unique SKUs with suppliers and manufacturers nationally, Primary contact for vendors, customers, and partners for product and procedural information; Increased revenue through price negotiations with manufacturers monthly