



**Skills Summary** Over 8 solid years of graphic design experience. Excellent creative judgment. Effective in the direction of creative talents. Adept at guiding the ideation process. Wide breadth of technical knowledge of design software and languages. Strong command of communication skills. Proven abilities in project assessment and management. Firm believer in the building and nurturing of interpersonal relationships. Described by others as dependable, resourceful and approachable.

**Professional Experience** **Creative Leadership** Successfully lead project-specific teams of web designers and developers. Collaborate with copywriters to devise overall concept of employee communications and internal ad campaigns. Demonstrated capacity to far exceed goals of employee engagement and retention initiatives. Experienced in making effective presentations to executive-level management. Skilled at developing creative team members through coaching, advising and mentoring.

**Design** Proficient at conceptualizing brand strategies. Enhanced company intranet properties with revolving content, polls of interest and surveys to better facilitate employee engagement. Accomplished designer and developer of rich media content, including Flash video. Creator of over 200 websites and animated banners for businesses throughout the south-east United States. Collaborate well with account executives, clients and other creatives in the ideation process.

**Communications** Expert ability to adjust the communication style of ideas to an audience. A talent for organizing and explaining complex topics in simple terms. Authored numerous employee communications including intranet articles, distributed emails, executive letters and speeches. Co-developed submission process for employee-provided improvement ideas. Authored production manual simplifying processes resulting in the decrease of production time and errors.

**Professional History** **AT&T Advertising & Publishing** – Atlanta, Ga.  
Intranet Webmaster and Lead Internal Communications Consultant  
Oct. 2005—Present

BellSouth Intelligent Media Ventures – Atlanta, Ga.  
Senior Web Designer  
May 2004—Oct. 2005

Gibbs College – Cranston, RI  
Design Lab Consultant  
Jan. 2001—Jun. 2001

Providence Creative Group – Providence, RI  
Production Artist/Junior Designer  
Feb. 2002—Jun. 2003

Kinko's – Providence, RI  
Express Computer Consultant  
Sep. 2000—Dec. 2000

United Advertising Media – Cranston, RI  
Graphic Artist  
Feb. 2001—Feb. 2002

Fauna Foods Corp. – Elmhurst, NY  
Graphic Artist/Junior Copywriter  
Jun. 2000—Jul. 2000

**Technical Skills** Strengths include Illustrator, Photoshop, Dreamweaver, Flash, Flash Video, Fireworks, MS Office, HTML, CSS, and ActionScript. Working knowledge of JavaScript and XML. Proficient on both Windows and Mac OS platforms.

**Professional Seminars** *Emotional Design Workshop, CSS Advanced Workshop, Managing Interpersonal Relationships, Focus: Achieving Your Highest Priorities, Signature Service: Ensuring Customer Satisfaction, How 2.0 Is Your Writing*

**Education** **Gibbs College (Formerly Katherine Gibbs School)** – Providence, RI  
Visual Communications  
2001

**References** Available upon request