




# MICHELLE J

## CONTACTS

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 michelle@mnomail.com

 michelle.com

## CAREER OBJECTIVE

To obtain a job as a Graphics Designer and perform my duties with full dedication.

## JOB DUTIES

Graphics Designer, 2016 - Present

H2M Group


- Participated in collaborative design and project planning sessions.
- Designed, produced, and published communications and marketing materials, including newsletters, brochures, logos, posters, and videos.
- Managed projects from concept to completion and translated marketing objectives into creative strategies.
- Coordinated, managed and attended trade show events as a primary marketing administrator of Cheetah.
- Developed, proofed and published written and text-based documents, such as product data sheets, white papers and application papers.


Graphics Designer, 2014 - 2016


The Creative Group

- Created and maintained a complete product photo library as well as infield images.
- Coordinated materials with the printer as well as keeping and maintaining a printing schedule per project.
- Maintained close contact with publishers in providing assistance and feedback when needed on projects.
- Participated in all stages of the Web development life-cycle from providing the initial concept, gathering requirements, and conducting stakeholder interviews to designing, developing, and deploying the final product.
- Maintained the Team website and biography by creating and updating various profiles including professional, team and property profiles.

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## EDUCATIONAL BACKGROUND

### Bachelor's Degree in Graphic Design, 2012

Delta State University,  
Cleveland, MS

## JOB DUTIES

### Graphics Designer, 2012 - 2014

Raytheon

- Created impactful sales literature, brochures, catalogs, logos, and point of sale collateral.
- Maintained current and accurate files of brand identity materials and presentations.
- Managed the graphic presentation of Internap's brand.
- Developed product package design, layout, and graphics aimed at maximizing attention and driving sales.
- Created photo enhancements and file conversions.

## RELEVANT SKILLS

- Highly experienced in a corporate and regulated industry environment.
- Familiarity with marketing, branding and corporate identity.
- Familiarity with wireless business and technology and experience within OEM and operator market.
- Exceptional knowledge of taking on a lead creative role in the end-to-end design of both wired and wireless products/services/features.
- Outstanding knowledge of Photoshop, Illustrator, InDesign, and familiarity with Dreamweaver, Word, Excel, and Visio.
- Deep knowledge of After Effects and Flash programming.
- Sound knowledge of HTML code, CSS and JavaScript.
- Proficient in print and digital production processes.
- Proficient in fundamental marketing principles including marketing strategy and tactics, corporate identity and branding, and sales.
- Immense ability to participate in collaborative sessions and peer reviews.
- Extreme ability to work in a fast-paced, deadline-oriented production environment.
- Outstanding ability to use and navigate Microsoft Office suite software programs.
- Remarkable ability to manage time and resources on multiple simultaneous projects with aggressive deadlines.