

EXPERIENCE

Art Director

Hudson Studio, Incorporated • Alexandria, VA

2014–present

- Work directly with existing and prospective clients to understand visual communications needs and determine design solutions
- Provide creative vision and art direction to design staff
- Develop project budgets and timelines and ensure all deliverables remain on schedule
- Conceptualize, design and present client materials
- Engage with vendors to obtain cost estimates, manage timelines and ensure quality of final products
- Proof staff and client work

Creative Director

Vanguard Communications • Washington, DC

2009–2014

- Responsible for planning, directing and overseeing operations of internal creative team
- Created and maintained processes and procedures that enabled optimum team performance
- Provided oversight, art direction and quality control for projects that included print collateral, event materials, websites, presentations, advertising, social media applications and videos
- Worked collaboratively with account managers and clients to develop strategies and establish timelines
- Engaged with vendors to obtain cost estimates and most cost-efficient methods for producing materials
- Interviewed, hired and managed freelance designers
- Member of Directorate Group: responsible for reviewing and recommending corporate policies

Senior Graphic Designer

HDN Studio • Alexandria, VA

2007–2009

- Responsible for the design, art direction and production of logos, brand identity and standards, brochures, advertisements, booklets, stationery, event materials and websites
- Worked directly with clients to manage expectations, feedback, budget, timelines and production
- Coordinated with vendors to obtain cost estimates, manage timelines and ensure accuracy of final products
- Art-directed freelance designers
- Represented the firm on new business pitches and marketing initiatives

Manager/Art Director

Burson-Marsteller • Washington, DC

1998–2007

Previous Positions:

Senior Graphic Designer

Graphic Designer

- Directed creative projects, including brochures, booklets, press kits, logo development, corporate collateral, invitations, presentation displays, advertisements and websites
- Managed workflow, quality control and deadlines for design team

- Interviewed, hired and managed staff and freelancers
- Established job tracking system
- Prepared cost estimates and production timelines
- Tracked and managed budgets for design and production
- Art-directed and developed concepts for client work, internal projects and new business campaigns
- Presented concepts to clients and managed feedback and expectations
- Worked closely with vendors to obtain cost estimates and ensure product accuracy
- Maintained an organized archive of completed projects

SKILLS

Software

Adobe Creative Suite: Acrobat Professional, Illustrator, InDesign and Photoshop
Microsoft Office: Excel, PowerPoint and Word

EDUCATION

University of Maryland

BA – Art Studio with a concentration in Graphic Design
1992–1996

HOBBIES

Running and Biking

Volunteer Work

Traveling

Cooking and Baking

COMMUNITY INVOLVMENT

Volunteer – Support community projects in Boquete, Panama via the Global Volunteer Network (GVN)

ESOL Teacher – Center for Multicultural Human Services (CMHS)

Adoption Event Coordinator – Homeward Trails

Reading Mentor – Everybody Wins!

PR Event Committee – Washington Animal Rescue League (WARL)

Communications & Marketing Advisory Committee — SOME (So Others Might Eat)