

SUMMARY OF QUALIFICATIONS

15 years of experience working in the graphic design, publication, and marketing industries. Possesses comprehensive understanding of computer technology and processes for working onsite or remotely. Proficient on both Mac and Windows platforms. Familiar with Wordpress, Wix and Squarespace website creation and management. Highly proficient in Adobe CC Software: Photoshop, InDesign, Illustrator, Bridge, Adobe Camera Raw, Lightroom

EXPERIENCE

OWNER / SELF-EMPLOYED - JAIME ENGLAND PHOTOGRAPHY & DESIGN *Montclair, VA (OCT 2014 - PRESENT)*

- Works professionally with clients to create new and engaging marketing plans
- Possesses excellent people and communication skills while directing adults and children of various personalities during photo shoots
- Adapts well to changing environments: lighting, weather, schedules, locations, circumstances, etc.
- Educates self on software changes to increase knowledge of editing techniques and design trends
- Updates two personal websites and social media profiles
- Manages budget and both front-end and back-end of business production
- Maintains accurate time log of all working hours completed and updates clients weekly on status

GRAPHIC DESIGNER / CONTRACTOR - ILLUSTRATE MY DESIGN (IMD) *Alexandria, VA (JUL 2017 - PRESENT)*

- Works specifically with clients on graphic design needs and IMD now offers graphic design as a billed service
- Creates original designs, presentations and in-house graphics as needed using Adobe CC software
- Works on-call with varying weekly schedules based on client's needs
- Maintains professional attitude and communicates clearly when interacting directly with clients and vendors
- Updates and edits corporate website as needed
- Copy writes and edits case studies used for marketing portfolios and brochures

MARKETING COORDINATOR - OPX *Washington, DC (JUL 2013 - SEP 2014)*

- Hired/collaborated with professional photographers and assisted with staging interior architecture shoots
- Produced Request For Proposals and responded to project bids
- As only graphic designer on staff, created original designs, presentations and in-house graphic pieces
- Developed a brand standard and style guide to ensure internal and external materials had brand consistency
- Assisted in redevelopment of the website, in addition to populating and editing new content
- Photographed new employees and generated copy for personnel resumes
- Developed social media guidelines and initiated company-wide social media presence

MARKETING COORDINATOR - DEACON CORP. *Seattle, WA / Sacramento, CA (JUL 2012 - JUN 2013)*

- Photographed active and completed jobsites/projects for marketing purposes
- Acquired, maintained and used professional photography equipment for photographing jobsites and personnel
- Documented corporate activities across social media platforms, writing content and selecting appropriate media
- Designed all marketing brochures for business development teams as requested
- Wrote copy for all corporate and public industry press releases
- Wrote articles for the internal newsletter and new corporate healthcare industry blog
- Designed graphics and print materials for all corporate events, internal and external, and trade shows

SR. DESIGNER / DIGITAL MEDIA COORDINATOR - COMSTOCK'S MAGAZINE *Sacramento, CA (JUL 2006 - JUN 2012)*

- Designed layout of monthly 100+ page magazine as only editorial designer on staff
- Packaged magazine files for the printer and managed proofing process before sending final corrections back to printer
- Redesigned magazine brand while serving as senior designer; redeveloped company website as digital media coordinator
- Assisted advertising department during deadline week with ad procurement and design
- Hired/collaborated with local photographers to produce art for feature articles
- Edited images in both Adobe Camera Raw and Photoshop suitable for professional publication
- Created and implemented initial social media strategy
- Adapted all monthly content to digital format; website, Facebook page and app