



## TECHNICAL SKILLS



## EDUCATION

### BFA IN GRAPHIC DESIGN

DECEMBER 2010 – *CUM LAUDE*  
Virginia Commonwealth University,  
Richmond, VA

### AA IN FINE ARTS & AS IN GEN. STUDIES

JULY 2007 – *MAGNA CUM LAUDE*  
Northern Virginia Community College,  
Woodbridge, Virginia

## SKILLS & ABILITIES

- Detail-oriented and deadline-driven, with very strong project management and organizational skills
- Passionate
- Excellent writing and editing skills
- Planning, customer service, interpersonal and communication skills
- Clerical Skills including but not limited to, typing, labeling, filing, copying and faxing
- Reliable, innovative, team-oriented and professional
- Self starter, quick learner and a team player
- Digital photography
- Make-up application

### CONTENT GRAPHIC DESIGNER, APR. 2015 - PRESENT

Jazwares LLC – Sunrise, FL

- Help to create and support marketing content to socialize and use for social media purposes
- Create, deploy, and manage social media strategy and calendar
- Create and maintain branding and style guidelines thought different media
- Create, design and manage 360° campaigns
- Support local marketing efforts by developing the appropriate materials and tools for execution
- Design and manage the company email newsletter
- Develop content for social media that aligns with brand identity and social strategies
- Help to create brand marketing sheets
- Help manage your various social media accounts
- Ensure that all content is on-brand, consistent in terms of style, quality and tone of voice
- Develop and design materials, including but not limited to flyers, posters, brochures, and ads
- Create and maintain company presentations

### FREELANCE PROJECT MANGER, JUN. 2009 - DEC. 2015

- Coordinate production of materials including gathering printing bids, packaging artwork and assembling final layouts for printers, preparing notes and instructions for printers and other vendors
- Managed catalog and price list production, including creative direction, photo shoots, bid process and press checks
- Developed POP signage supporting brand, lifestyle, product and promotional initiatives.
- Ensure that all projects are delivered on-time, within scope and within budget
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Create and maintain comprehensive project documentation
- Create and design identity and branding materials

### REMOTE GRAPHIC DESIGNER & WEB DESIGNER, JUN. 2014 - PRESENT

XR Studios – Toronto, ON, Canada

- Create and design identity and branding materials
- From concept to completion, design and implement websites
- Develop and design materials, including but not limited to flyers, posters, and brochures

### GRAPHIC DESIGNER, SEPT. 2014 - DEC. 2014 (*Contract*)

Disguise Inc – Poway, CA

- Create package comps/ mock-ups for presentations and production
- Maintain branding and style guidelines thought different media
- Work within parameters set by senior execs, licensors, product, marketing and engineering to keep projects on time and within budget
- Responsible for production and design of licensed or in-house consumer brands, preparing packaging files for print.

### CREATIVE DESIGN SPECIALIST, JAN. 2012 - JUN. 2014

Infosonics – San Diego, CA

- Design and maintain company's corporate and product website as well as our other online presence
- Work with SEO company to implement SEO and social media strategies
- Help to create and support marketing content to socialize and use for social media purposes
- Monitor and administer web analytics dashboards, reports and key reporting tools
- Implement link building campaigns
- Design materials, including but not limited to flyers, posters, brochures, banners, etc.
- Design outdoor media including, billboards, vehicle wraps, trade show booths, and furniture toppers
- Photograph and retouch products for the company's website and all other media
- Manage and mentor freelance developers, interns, and designers
- Organize and archive files on the shared drive and marketing server on a regular basis
- Coordinate production of materials including gathering printing bids, packaging artwork and assembling final layouts for printers, preparing notes and instructions for printers and other vendors
- Manage the company's graphic standards and branding

### GRAPHIC DESIGNER, OCT. 2011 - JAN. 2012

University Readers – San Diego, CA

- Design textbook covers for professors around the country
- Print management

### GRAPHIC DESIGNER, JAN. 2011 - JUN. 2011

American Physical Society – College Park, MD

- Develop and design materials, including but not limited to forms, posters, brochures, and flyers
- Create illustrations and info graphics to be placed in brochures, on flyers and websites

NiqueyDesigns

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Monique.Taylor.Designs