

SKILLS

Adobe: Photoshop
InDesign
Illustrator
Premiere
Acrobat Reader & Writer
XD

Microsoft: PowerPoint
Excel
Word
Outlook & Schedule+
Teams

Macromedia: Dreamweaver MX
Wordpress
Wix

Other: Google Slides
HTML
XHTML
XML
CSS
70wpm
Workfront
WorkDay
Winzip

EDUCATION

Sessions University
HTML and CSS Essentials - 2011

Clark University
Digital Multimedia & Web Design - 2004

Internal Training: Fidelity Investments
Professional Business Writing Course
Completed - 1998

**Onondaga Cortland Madison BOCES
Vocational School**
Data Processing, 1993

EXPERIENCE

Associate Art Director

ClinicalMind, New York, NY/Remote

2022-Present

- ◆ Ensure all presentations, print collateral and emails effectively communicate information to external audiences in the most dynamic way possible. Collaborating with my creative, account, medical, and new business teams is key to our success.
- ◆ Brainstorm with the Business Development, creative, account and medical teams to develop ideas transforming generic, text-heavy presentations into more graphically engaging, concise, and interactive experiences and Print Collateral (posters, flyers, invites, brochures, etc.) and emails
- ◆ Collaborate with account team and subject matter experts under tight deadlines to quickly address their needs
- ◆ Design and prepare engaging and interactive print collateral and emails with compelling content and visuals
- ◆ Create captivating infographics that transform words into visuals
- ◆ Collaborate with various team members and subject matter experts under tight deadlines to quickly address their needs
- ◆ Quickly respond and interpret multiple last minute creative directions and edits
- ◆ Managing multiple projects and exceed expectations while communicating transparently with clarity
- ◆ Demonstrate expert level in PowerPoint (including use of multiple masters, color themes, animations, actions, and videos), Print Collateral (posters, flyers, invites, brochures, etc.) and emails
- ◆ Partner with editorial, producers, creative, copy, account, and studio producing high quality presentations, print collateral and emails

Senior Graphic Designer

Fidelity Investments, Smithfield, RI/Remote

2004-2022

- ◆ Design effective and strategic presentation solutions for complex projects and campaigns utilizing PowerPoint and the Adobe Creative Cloud suite
- ◆ Adhere to ever evolving Fidelity Institutional technical/print/multimedia production and design standards
- ◆ Create consistent branding designs of PowerPoint presentation templates for Fidelity's internal companies
- ◆ Consistently produce work that is compelling and accurate while working closely with editorial, design partners and business partners to develop fully integrated creative concepts
- ◆ Utilize excellent interpersonal people skills and build productive relationships with a broad array of functional areas
- ◆ Develop concepts based on client needs and product/market opportunities
- ◆ Give strong creative presentations that tell the story with clear communication of the strategy and concept behind the recommendations
- ◆ Creation of HTML emails and other eCommunication projects
- ◆ Ensure accuracy, maintain quality and consistency, control costs through estimation of job
- ◆ Proactively test new software upgrades and new technologies whenever possible and remain current with issues and trends

Image Coordinator

New York Life Investment Management, Norwood, MA

2004

- ◆ Batched all incoming forms to Defined Contributions and Defined Benefits
- ◆ Scanned all batched forms (i.e. distribution election forms, etc.)
- ◆ Validated scanned forms in order to delegate to proper plan specialists
- ◆ Delegated incoming return mail, as well as labeled and sent outgoing mail