



athenaosborne

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summary

Innovative, dependable, and multi-talented communications and graphics specialist, skilled at delivering creativity on time, on budget, and on point. At ease in any environment and a true team player with a history of building strong relationships with clients and colleagues. An editor by nature with an eye for detail and a heart for the big picture. Expressly motivated by opportunities for growth and helping others reach their goals.

key skills

- typography
- page layout
- advertisements
- brochures & newsletters
- packaging
- logos & business cards
- photo retouching
- posters & postcards
- Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- MS Office (Excel, Word, PowerPoint, Outlook)
- Publisher
- copywriting & editing
- proofreading
- website updating/content development (WordPress)
- e-mail marketing (ConstantContact)
- social media (Facebook, LinkedIn, Instagram)
- research & interviewing

experience

COMMUNICATIONS & GRAPHICS SPECIALIST

Pathfinders of Oregon, Portland, OR, March 2017 - Present

Created brochures, ads, banners, event swag, and logos for organization and its programs. Wrote e-newsletters, tended social media circuits, performed website updates, and wrote copy for new website, meeting with program directors to gather fresh content. Designed book cover, cd labels, and flyers for parenting curriculum. Assisted with organizational re-brand by designing key marketing pieces.

COMMUNICATIONS & GRAPHICS SPECIALIST

Morrison Child and Family Services, Portland, OR, August 2015 - July 2016

Created brochures, rack cards, flyers, invitations, and event swag. Designed digital ads for foster parent promotional campaign. Wrote monthly e-newsletter and designed e-mail communication pieces. Tended social media circuits and updated website as needed. Authored content for new website and migrated content into WordPress. Created PowerPoint presentation for fund raiser and designed event logo. Assisted at events in any capacity needed.

COMMUNICATIONS & GRAPHICS SPECIALIST (VOLUNTEER)

Albertina Kerr Centers, Portland, OR, April 2014 - May 2015

Designed marketing collateral including programs, invitations, postcards, tickets, banners, t-shirts, wine labels, and restaurant menus. Created ads for Oregonian and e-mail campaigns. Designed and compiled newsletters and created flyers for fund raising drives and events. Developed concepts for new projects and presented ideas to marketing team members. Assisted with sign installation and booth supervision at events.

COMMUNICATIONS & GRAPHICS SPECIALIST - CONTRACTOR

Fred Meyer Jewelers - Kroger Corporation, Portland, OR, August 2013 - January 2014

Designed magazine ads, banners, brochures, and catalog flyers for national distribution. Assisted with the creation of point-of-sale (POS) materials and designed organization's corporate calendar. Pulled and organized jewelry photos for bridal catalog. Prepared files for print and uploaded files to printer server. Participated in concept development with graphic design staff for upcoming catalog campaigns.

education

A.A.S. - GRAPHIC DESIGN

Portland Community College, Portland, OR

B.A. - ENGLISH

NC State University, Raleigh, NC