

GRAPHIC DESIGN *by*

VALERIE THOMPSON

Customer Service ⚓ *Computer Skills* ✨ *Project Management*

SOPHISTICATED AND ENTHUSIASTIC professional with more than 20 years of experience desires work as a graphic designer using my creative talents.

STRONG FOUNDATION AND EXPERIENCE in graphic design processes and methodology; possesses demonstrably high level of talent for creativity.

STRENGTHS lie in print work, having extensive experience with brochures, signs, magazines, logos, books, posters, newsletters, and illustrations.

PROFICIENT in both Mac and PC platforms, using Adobe Creative Suite, Adobe Acrobat, MS PowerPoint, and MS Word.

PROVIDES EXPERT CONSULTING SERVICE to assist clients in presentation planning for the various types of media used to market, promote, and document the organization's goals and services.

PROACTIVE AND SELF-STARTING; exemplifies ability to communicate effectively, and capacity to work independently or collaboratively with minimal supervision.

OUTSTANDING INTERPERSONAL SKILLS; an effective contributor in a team environment; demonstrates uncommon ability to present analyses and design recommendations in a compelling manner.

PORTFOLIO:

<https://www.behance.net/radiantnrg469a>

REFERENCES:

Available upon request

CONTACT INFO:

GraphicDesignbyVT@gmail.com

RELATED EXPERIENCE

Graphic Designer, MSB Analytics, Orlando, Florida: May 2015 - July 2018

Graphic Designer, Dwain Fletcher Company, Orlando, Florida: October 1999 - May 2015

Both of the above companies are privately-owned government contractors offering Visual Information Support Services (VISS) for military installations. MSB Analytics assumed the VISS contract in May 2015. I held the same position with both companies.

- Coordinated and assisted with distribution of workload of the department; maintained high production levels; obtained quotes; and mentored staff.
- Generated repeat business and established strong rapport with clients; upheld excellent personal reputation for completing projects within deadlines and communicating well with customers; fulfilled high pressure requests with poise and professionalism.
- Managed and executed creative projects from concept to final product in compliance with customers' expressed and inferred requirements. Recent requests include the design of logos, infographics, newsletters, posters, conference exhibit graphics, coins, retirement programs, and brochures; and the printing and production of many of these items.
- Maintained job production logs, a customer database, and materials inventories in order to provide accurate monthly reports.

- Currently hold a Secret U.S. security clearance.

Art Director/Graphic Designer, Design Studio Orlando, Orlando, Florida: November 1995 - October 1999

Employed as an Intern; offered a full-time position as Art Director/Graphic Designer after two weeks of internship. Clients included Sprint, Rollins College, and Universal Studios.

- Supervised and produced projects from conceptualization to layout, design, and commercial printing.
- Products included quarterly Rollins alumni magazine, Rollins event invitations and brochures; Sprint newsletter, direct mail pieces, logos.
- Recognized for consistent communication and follow-up with clients in regard to project status and for flexibility in managing multiple tasks effectively.

Freelance Graphic Designer, Valerie Thompson Graphic Design: 1994 - present

Have run my business for 24 years with clients like Rollins College, Attachment Parenting International, and U.S. Marine Corps.

- Have acquired a full understanding of the ownership of a business and the responsibility required to manage it, including excellent customer service, proper tax reporting, and detailed financial accounting.

EDUCATION

Associate of Science Degree in Graphic Design Technology (GPA: 4.0), Valencia Community College, Orlando, Florida: April 1996

Bachelor of Arts in Business Administration (cum laude), Alvernia College, Reading, Pennsylvania: May 1983

Associate's Degree in Specialized Business (Dean's List), Churchman Business College, Easton, Pennsylvania: July 1982