

COURTNEY



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EDUCATION

Northern Arizona University
Flagstaff, AZ | 2011

Bachelor of Art in Visual Communication,
Graphic Design | Minor in Studio Art

WORK HISTORY

Circuit Media

Denver, CO | 2017-Present

Senior Graphic Designer & Studio Manager

Job Duties:

- Manages a team of four designers at Locus Studios, Circuit Media's in-house design studio
- Provides art direction to junior designers
- Designs covers, infographics, and advertisements for the weekly publication *Law Week Colorado* and assists in the production process
- Develops and produces marketing materials (e.g. business collateral, posters, infographics, books, social media images, manuals, logos, event materials) for government and commercial clients that maintain brand consistency, represent campaign ethos and follow creative guidelines
- Manages client relations
- Formulates program budgets, proposals, and timelines then sees projects through to completion
- Designs internal marketing collateral
- Writes campaign copy
- Builds and maintains websites
- Clients include: CO Dept. of Human Services, US Dept. of Labor, Center for Disease Control, Sandia National Labs, Tiftickjian Law Firm, National Park Service

Linhart Public Relations

Denver, CO | 2015-2017

Visual Communications Designer

Job Duties:

- Synthesized data and concepts into easily consumed infographics
- Managed and designed a variety of custom client projects (e.g. ads, signage, posters, reports, event design)
- Produced graphics for use across digital and social platforms to support client campaigns

- Managed printers and vendors to obtain deliverables
- Created visually compelling presentations for company meetings and pitches that aligned with brand standards
- Worked with team account managers to develop project ideas and content
- Made website updates
- Clients included: Chipotle, FirstBank, John Mansville, Old Chicago, UnitedHealthcare, United States Air Force Academy, WhiteWave Foods

PlaceWise Media

Denver, CO | 2014-2015

Graphic Designer

Job Duties:

- Conceptualized, designed, and produced all B2B collateral (e.g. business presentations, website, media kits, sell sheets)
- Created digital ads for malls and grocery stores
- Used brand standards in imaginative ways to develop new materials
- Infographic creation
- Designed innovative pitch decks

RELATED EXPERIENCE

The Limb Preservation Foundation | Present
Brochure, annual report, calendar, and event program design

I Get Down Clothing & Apparel | 2014-2016
Logo, collateral, merchandising, website, and apparel design

RELATED SKILLS

- Adobe Creative Cloud
- CMS, CSS, HTML
- MS Word, PowerPoint
- Handlettering
- 508 Accessibility for Print

INTERESTS

- Arts & Crafts
- Camping
- Cooking
- Hiking
- Snowboarding
- Traveling
- Yoga