

Mobile: 970-470-0854
carrieleea@icloud.com
www.linkedin.com/in/carrielee123
www.carrieleecreative.com

Summary:

Self-motivated designer having experience covering various specialized graphic design roles with small businesses to large corporations such as hospitals, resorts, real estate companies, and state government. Ready to utilize the following transferable skills in applicable positions.

Skills:

Technical Proficiency: Adobe Creative Cloud; InDesign, Photoshop, Illustrator, and Acrobat. Sketch with InVision for UI design, client prototyping, and developer exchange. WordPress; content management and Microsoft Office; Word, PowerPoint.

Key Strengths: Expert experience in print, pre-press production and using advanced stylesheets in InDesign. Maintains a proven work ethic in individual and team-based projects, as well as positive relationships and communication with clients and colleagues. Dependable, organized and efficient hard-worker.

Work Experience:

Graphic Designer/Print Production

Lahaina, HI | Nov 2019-Present

Island Printing & Imaging

Produced an e-commerce store for in-house printing services. Daily use of Creative Cloud for detail-oriented projects from concept to completion for finished printed items utilizing professional copies, large format printing, scanning, binding, and foam core mounting.

Graphic Designer/Account Services

Albany, NY | May 2014-Aug 2019

Upside Collective; Video, Design & Development

Oversee the successful design and layout of multipage documents, print publications, presentations, and company branding following relevant New York State guidelines, while also ensuring that all projects completed within established timeframes and budgets. Provided efficient multitasking and coordination for various design work encompassing prepress production of print-based materials and additional assignments such as logos, brochures, and website UI design.

Freelance Graphic Designer

Edwards, CO | Feb 2013-14

Hill Avieum; Branding, Marketing & Interactive

Enacted production design support for the yearly *Bravo! Vail* classical music festival in conjunction with the creative director and project managers, including the development of specialty booklets, advertisements, and brand collateral.

Graphic Designer/Project Manager

Vail, CO | Nov 2007-12

Vail Health; Medical Center & Shaw Cancer Center

Coordinated numerous graphic design projects for high-quality print publications and various internal departmental needs (such as weekly newsletters, posters, flyers, brochures, and annual reports), in addition to planning for company-focused apparel and event promotional products. Attended regular meetings and critiques to actively discuss and refine pertinent design concepts for current and future visual assets. Cultivated ongoing business relationships with participating printers and vendors to maintain production and distribution.

Highlights

- Provided design and branding for the Shaw Cancer Center's *Pink Vail* annual breast cancer fundraising event in Vail, CO
- Earned full internal responsibility for outsourced advertising agency duties at Vail Health and gained the additional title of and responsibilities as Project Manager
- Achieved the 2008 Peaks of Excellence Award from Vail Health's marketing department

Education:

Bachelor of Science in Graphic Design

Suny Buffalo State College, Buffalo, NY | May 1995

Associate of Applied Science in Graphic Design

Sage College Of Albany, Albany, NY | May 1993