

Objective

Experienced Designer, with a background in Architecture design, Mixed media, Graphic design, Urban Planning, Business management, and team leadership. A social entrepreneur who utilizes creativity, leadership, and teamwork to design and execute solutions.

Skills

Microsoft Office, Adobe, InDesign.

Work Experience

Publishing Assistant

ABC Corporation - August 2003 – October 2006

- Managed the procurement of materials for publishing and distribution for both national and international markets.
- Responsible for ensuring the safety of each product and efficient delivery.
- Communicated effectively with customers and handling customer queries above service level.
- Gained experience in working in administration, using own initiative and communicating with a diverse range of customer base.
- Adhered and supported compliance and regulatory guidelines through mitigating risks and applying procedures.
- Managed facilities for the company to ensure smooth day-to-day running of the business.
- Edited and coordinated the publishing of editorial projects for Vaughan Systems, the leading English language company in Spain.

Publishing Assistant

Delta Corporation - 2001 – 2003

- Composed weekly published articles Maintained Accounts Payable and Receivable Performed both Editing and Typesetting Photographed special events for .
- Worked closely with external Society Partners and internal departments to ensure quality control over 7 academic science journals, 2 of which were .
- Reviewed and revised marketing campaigns to ensure they were on-message, clear, and informative.
- Generated reports to advise editorial strategy, journal acquisition and reprint sales.
- Oversaw website updates, press releases, managed podcast freelancers, generated financial invoices, assisted authors, and implemented ways to .
- Curated and licensed Drexels Spring Fashion Show Licensed songs for Drexel related functions Acquired placements for clients songs within digital .
- Coverage on a variety of written materials, including short stories, novels and screenplays.

Education

BSc In Business Management