



# MELISSA HARTMANN

## SENIOR GRAPHIC DESIGNER | ILLUSTRATOR

Creative, hands-on professional in graphic design, project management, and art direction. Provide efficient delivery of comprehensive design programs. Conceive branding and strategy programs that redefine a company's identity and improve performance. Deadline-driven with an outstanding track record of delivering excellent quality within budget requirements. Able to lead departments in the use of various custom templates and procedures as well as influence policies and regulations.

### INFO



**MELISSA HARTMANN**



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melissa-hartmann.com

### SOCIAL



**LinkedIn**

linkedin.com/in/melissa-hartmann



**Behance**

behance.net/mhartmann104



**Dribbble**

dribbble.com/melhART104

### SOFTWARE



### WORK EXPERIENCE

**NEXANTECA, INC.**, White Plains, NY 1998-PRESENT

*Graphics Specialist Supervisor*

- Coordinate the graphics department workflow and ensure products are delivered in a timely manner through strict oversight, weekly meetings, proofreading reports, and efficient production scheduling.
- Worked collaboratively with global marketing team with company re-branding project
- Accountable for creative, visually compliant, and timely design, formatting, and production of professional level presentations, proposals, reports, marketing materials and other corporate collateral.
- Manage and coordinate outsourced print jobs.
- Train new employees on how to use all in-house templates.
- Analyze, troubleshoot, and resolve all software-related issues.
- SharePoint migration team member - SharePoint point of contact for U.S. offices
- HubSpot point of contact - manage contacts, run reports

2018-PRESENT

### FREELANCER

*Freelance Designer | Illustrator | Web Designer*

- Design and create graphics, logos, and illustrations for print and digital media
- Develop concepts and layouts for websites, brochures, and other marketing materials
- Collaborate with copywriters, photographers, and other designers to create promotional materials
- Manage client's website via WordPress (updating content, editing photos, designing graphics)
- Created and maintained design standards/guidelines and templates

### HUDSON VALLEY ONLINE

1997-1998

*Web Designer*

- Designed websites for local businesses using HTML
- Created template/style sheets for websites



### EDUCATION

**The College of New Rochelle, NY**

Bachelor's Degree in Fine & Studio Arts, 3.5 GPA

1994-1998



### SKILLS AND EXPERIENCE

Branding, Brochures, Digital Marketing, Graphic Design, Illustration, Infographics, Flyers, Logo Design, Photography, Photo Editing, Postcards, Posters, Proofreading, Roll-up Banners, Storyboarding, Typography, Vector Illustration, Visual Design, Web Design, Web Banners

Adaptability, Client Relations, Collaboration, Collaboration Skills, Communication, Concept Creation, Creativity, Customer Service, Planning and Organization, Process Improvement, Project Management, Problem-solving, Research, Strategic Decisions, Teamwork, Time-Management

Photoshop, Illustrator, XD, After Effects, InDesign, Premiere, Acrobat, Word, PowerPoint, Excel, Outlook, Visio, Sketch, Figma, Google Workspace