



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
Graphics Specialist Supervisor

1998-PRESENT

- 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

FREELANCER

2018-PRESENT

Freelance Designer

- Design various projects including logo design, posters, infographics, landing pages, banners, web graphics, e-books, presentations, logos, postcards, and motion graphics
- Manage client's website via WordPress (updating content,

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

1994-1998

Bachelor's in Fine & Studio Arts, 3.5 GPA



SKILLS AND EXPERIENCE

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,

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