

DAWN MULLOY

GRAPHIC DESIGN, SOCIAL MEDIA MANAGEMENT & MARKETING, GRAPHIC ARTIST, UX/UI*

CONTACT

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(815)219-8168

WEBSITE

<https://dmgraphicartsdesign.com>

SKILLS/ASSETS

Graphic Design
Social Media Management
SEO
HTML/CSS
Consulting
Marketing
Illustration
Logo Design
MAC Proficient
PC Proficient
Keen Eye for Detail
Multi-Tasker
Well Organized
Meets Strict Deadlines
Professional Communicator
Customer Service
Telephone Management
Email Management
Product Marketing
Self Motivated
Quick Learner
Team Player

TOOLS

Figma
Illustrator
Photoshop
InDesign
WIX
Wordpress
Procreate
Vectornator
Mail Chimp
Constant Contact
Acrobat Pro
Microsoft Office

EDUCATION

*Currently enrolled in the
Springboard UX/UI Bootcamp

Art Institutes Online
Pittsburgh
B.S. in Graphic Design
2015 - 2018

McHenry County College
A.S. in Social Sciences McHenry, IL
2009 - 2011

EXPERIENCE

dM GRAPHIC DESIGN

Freelance Graphic Designer

Remote - January 2016 - Present

- Manage multiple companies' social media pages daily.
- Create/manage editorial calendars for social media.
- Design graphics for social media posts & stories. (Facebook, Instagram, Twitter, Linked In)
- Create monthly/weekly e-mail blasts.
- Create/update multiple companies' websites.
- Participate in weekly zoom/phone meetings.
- Provide professional designs in a timely matter.
- Work remotely with excellent time management skills.
- Current clients include State Farm Stadium, McDevitt Taco Supply, Metis Systems, Von Tobel, and others.

JSC IMPACT

Marketing & Design Associate - Freelance

Remote - December 2021 - December 2022

- Manage multiple companies' social media pages daily.
- Create/manage editorial calendars for multiple non-profits.
- Design graphics for social media posts & stories. (Facebook, Instagram, Twitter, Linked In)
- Write daily captions for posts and e-mails.
- Create monthly/weekly e-mail blasts.
- Create/update multiple companies' websites.
- Research ways to increase follower and like counts.
- Work directly with clients to create exactly what they envision.
- Participate in weekly zoom meetings.
- Work remotely with excellent time management skills.

JEFFCO PUBLIC SCHOOLS

Graphic Designer & Print Technician

Lakewood, CO - January 2019 - July 2022

- Perform graphic design tasks as needed. (print design, updating existing designs, etc.)
- Answer all incoming calls and e-mails.
- Use & learn all production machinery.
- Create quotes & invoices for customers.
- Manage the daily order list for 150+ clients (schools, education departments, nonprofits, etc.)
- Update the department's web page when needed.
- Participate in daily staff meetings.
- Post monthly financial statements.

SIGNAL GRAPHICS

Graphic Designer & Office Manager

Mundelein, IL - December 2016 - July 2018

- Performed graphic design tasks as needed (print design, updating existing designs, etc.)
- Managed a small team by leading team meetings and organized time to meet the needs of each position.
- Answered all incoming calls and e-mails.
- Managed all social media pages & monthly e-mail blasts.
- Used & learned all production machinery.
- Created quotes & invoices for customers.
- Managed the daily order list for 100+ companies at once.