

Mary McCormick

Objective

To obtain a graphic design position for a design or marketing company in the Philadelphia metro area.

Professional Experience

Totallymeems

Freelance Graphic Designer
October 2008 – Present

Provide custom graphic design services.
Handmade greeting card line, “just because” <http://totallymeems.bigcartel.com/>
Design services include: Logo design, business cards, letterhead, announcements, invitations, and more.

JW Brokerage Real Estate – Boston, MA

Office Manager and Graphic Designer
June 2009 – June 2010

Managed, tracked and updated all rental and sales online posting’s and print advertisements.
Designed and created company logo, letterhead, business cards, mailers, window displays, and open house packets.
Organized and maintained all lease, open house, and other office documents.

Herman Miller, Inc. – Boston, MA

Sales Operations Manager
January 2010 – April 2010

Assisted with event coordination; venue search, invitation design, e-vite preparations, and other event details.
Organized, maintained, and updated literature files, fabric wall, and memo samples.
Managed monthly sales forecasts, pricing contracts and client lists.
Designed marketing materials, including: product information packets, client overview booklets, and event invitations.

Creative Office Pavilion – Boston, MA

Marketing Administrator
June 2007 – March 2009

Prepared client proposals, pricing quotes and letters, for a 30 person sales team.
Updated a variety of client-related databases, including sales forecasts, client lists and other employee information.
Created and designed client-visit package materials, including: agendas, product information card, and notebooks.
Assisted in designing promotional items including: T-shirts for company events and custom proposal binders.
Major Clients included: *Liberty Mutual, Fidelity, State Street, Beth Israel Hospital, and Dana Farber*

Education

The Art Institute of Pittsburgh Online Division

Associates Degree in Graphic Design
Graduated March 2010

Skills & Capabilities

Proficient in Adobe InDesign, Illustrator, and Photoshop; Microsoft Word, Excel, and Powerpoint.

Contact

S. 23rd Street
Philadelphia, PA 10103

mary@totallymeems.com
(617) 838-6449

<http://www.totallymeems.com>