

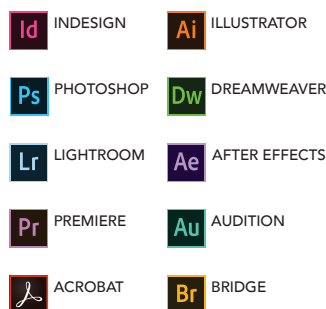
## OPERATING SYSTEMS



## MICROSOFT OFFICE



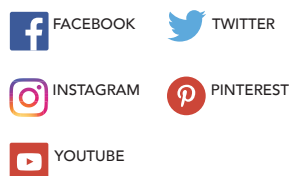
## ADOBE CREATIVE CLOUD



## WEB DEVELOPMENT



## SOCIAL MEDIA



## Professional Experience

### MomentumMedia – Ithaca, NY

Graphic Designer *February 2018 - February 2019*

- Created articles, ads and covers for publications
- Created email campaigns, digital newsletters and advertising
- Created and managed daily email campaigns and social media posts for advertisers
- Designed print catalogs, event programs and signage

### Robert Geranis Graphic Design – Binghamton, NY

Owner, Graphic Designer *February 2016 - Present*

- Developed ads and bannerstands
- Designed and updated web content
- Created logo, edited images and designed fixed-layout and reflowable ebooks for emerging self-help coach
- Created branded PowerPoint templates for a Boston university
- Created a template, infographics and branded PowerPoint pitch documents for a Binghamton, NY media company
- Created custom graphics, maps and PowerPoint slides for a San Francisco Private Equity firm

### Bingham McCutchen/Morgan Lewis – Boston, MA and Lexington, KY

Senior Graphic Designer *1999 - 2015*

- Conceptualized and designed static and animated digital advertising, announcements, invitations and content for third-party, internal, external and social media sites
- Conceptualized and designed print advertising, announcements, brochures, invitations, newsletters, presentations, direct mailers, signage, panoramic displays and event booths
- Designed artwork for custom branded awards, apparel and gifts
- Developed logo, branded stationery and templates for Word, PowerPoint, Excel and Visio; provided training to staff for production and presentation of final documents
- Photographed personnel, facilities and collateral with digital still and video cameras
- Edited still images, video and audio files and formatted for final output; archived and distributed photo assets with Extensis Portfolio
- Organized and coordinated bi-annual photo sessions in the US and International offices
- Developed and maintained graphic standards manual; managed brand standards across materials designed in-house and by third-party vendors
- Delegated projects, tracked production, provided feedback and managed design staff
- Collaborated with senior management and marketing staff to develop strategies, streamline processes and troubleshoot solutions to a variety of marketing issues
- Negotiated pricing with vendors, managed budgets and developed organizational charts
- Developed and implemented protocols and interactive forms for design requests
- Collected and submitted files, reviewed proofs, made edits and provided final approval for off-site production
- Supervised press checks to ensure proper brand colors and high production standards
- Coordinated production and shipping logistics to ensure on-time delivery to locations in the United States, Europe and Asia

## Other Experience

**D & R Technical Solutions** – Temporary Technical Illustrator *November 2015–February 2016*

**Miller Aviation** – Marketing Assistant *1997–1999*

**WSKG Public Broadcasting** – Membership Coordinator *1994–1997*

## Education

**Suffolk University** – Successfully completed courses in Art, Design and Typography *2007*

**SUNY Cortland** – B.A., English *1993*

**Broome Community College** – A.A.S., Media Communications *1988*