

# Social Media Design Email Campaigns Branding Web Design Print Design Time Management Communications Management

## BRITTANY LEHMAN

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*Dedicated Senior Graphic Designer with over 10 years of Graphic Design work experience. Throughout this time I have refined my strong communication, time management, and organizational skills. Over 8 years of extensive Web Design, Print Design, Social Media Advertising and Email Campaign experience. Currently managing a total of 15 active client accounts and 1 mid-level Designer. I am seeking employment with a company that can provide me with advancement opportunities.*

## GRAPHIC DESIGN & MANAGEMENT SKILLS

Social Media Design & Management • Email Marketing & Design • Brand Standards  
Logo Design • Print Design • Animation • HTML Language Editing • Photo Editing  
Website Design • Website Maintenance • UX Design • Photo Editing • Photography  
Content Design • Proposal Presentations • Training • Google Business Profile  
Compliance • Account Management • Group Project Management • Time Management  
Company Liaison • Client Relations

## SYSTEMS AND SOFTWARE

Adobe Illustrator • Adobe Photoshop • Adobe After Effects • Adobe Dreamweaver  
Adobe Premier Pro • Adobe InDesign • Word Press • Litmus • Cloudinary • Gmail  
Microsoft To Do • Microsoft Office • Microsoft Excel • Figma • Dealer.com • Dealeron  
Dealer Inspire • Site Impact • Eleads • Vin Solutions

## MY CURRENT MONTHLY WORK FLOW

### Bravura Advertising and Design -11/2015 - PRESENT

The first 4 days of every month I design custom homepage slides, digital banners, and specials for 8-18 client's websites. I am also responsible for uploading said creative and occasionally tweaking HTML & CSS code until the LIVE site appears as it should with fully functioning responsive attributes. The following week, I reformat said creative for Social Media Advertising and Email Campaigns. I currently design and deploy anywhere from 6-10 Email Campaigns a month. The last two weeks I start redesigning templates, working ahead for the next month, while continuing to answer any clients requests that come in. Throughout this process I delegate work to our Mid-Level and Entry-level designers, making sure to proof their work before it reaches the client.

## PROFESSIONAL EXPERIENCE

### Bravura Advertising and Design -11/2015 - PRESENT

#### Senior Graphic Designer (1/2019)

- Providing current clients with scheduled new creatives and updating websites while providing new clients with custom and unique artwork.
- Prioritizing tasks based on design time constraints, specific client knowledge, and adhering to a 48 hour turnaround policy.
- Collaborating with clients on visuals by providing advice and allowing space for feedback.
- Designing and reformatting artwork for on-site and off-site advertising.
- On-boarding and Training new entry-level and mid-level designers.
- Managing a Direct Report of 1 mid-level designer including work schedule, check-ins, and coaching on prioritization.

#### Mid-Level Graphic Designer (12/2016-1/2019)

- Managing up to 18 clients and creating open lines of communication to create a collaborative environment for creativity.
- Connecting with clients regularly to understand sales objectives, marketing approach, and offer feed back on marketing strategy.
- Creating designs based around brand mission, location, and seasonal promotions.
- Created templates for web banners, web pages, homepage slides, print ads, and news articles.
- Adhering to brand standards and compliance expectations throughout the design process.

#### Entry Level Graphic Designer (11/2015-12/2016)

- Provided Digital and Print Design Production support to Mid and Senior level Designers.
- Created slides, reviewed websites, performed routine website maintenance.

### iHeart Media Columbus- 11/2013 – 08/2015

#### Online Content Coordinator/ Graphic Designer

- Met monthly with the team to compare unique visit numbers.
- Large focus on social media updates including sharing articles across social media sites.
- Designing Pop Culture memes that would be shared throughout social media to create Brand Awareness.
- Creating LIVE tweets and social posts during large iHeart Media events to keep upcoming event trending.
- Creating Logos, Event Advertising, and Radio Station Branding.

## EDUCATION: (2009-2013)

**Bowling Green State University** Graduated with a BFA in Graphic Design and a Minor in Marketing