


EMILY ROBINSON

GRAPHIC DESIGNER

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 Relocating to Richmond, VA

www.emilyrobinson.com

EDUCATION

James Madison University - Bachelor of Fine Arts (BFA) - Architectural Design Major, Art History Minor | 2012-2016

INVOLVEMENT

Volunteer production team member operating ProPresenter slides, camera, and ensuring quality assurance for technical projection computer set-up and operations at weekly New Community Church services; Photographer for special events at New Community Church; Small group leader, plan and co-lead lessons and activities for a small group of young women.

PROFESSIONAL SKILLS

Graphic Design, Audio & Video editing utilizing Camtasia, Vyond and Video Scribe, Microsoft Office Suite: (Word, Powerpoint, Excel), Excel Gantt Charts and Data Reports, Adobe Suite: (InDesign, Photoshop, Illustrator, After Effects, Audition, Premiere Pro), Renderings, Visual Merchandising, Project Management, Virtual Event Planning, Detailed Project Plans, Instructional Design & Development, User Experience QA

PERSONAL SKILLS

Team Oriented, Communication, Time Management, Problem-Solver, Creative, Collaborative, Troubleshooter, Attention to Detail, Curiosity, Empathetic, Humor

EXPERIENCE

Office Assistant: Sadler Brothers Oil Company Emporia, VA | 2023-Present:

Responsible for performing a range of clerical and administrative tasks to support daily office operations. Observant of business operations; assisting project managers and account managers with duties and responsibilities.

Freelance Graphic Designer Remote | 2021-Present:

Provide creative services for local small businesses and commission work, including print design, infographics, illustrations, video creation & editing, while following company brand guidelines.

Project Manager, Graphic Designer, Learning Developer: Vivayic Inc. Remote - Lincoln, NE | 2019-2022:

- **Project Manager**

Developed and maintained detailed project plans, timelines, budgets and resources. Facilitated communications with client and internal project teams. Managed project deliverables and project teams from kickoff to completion. Lead with Vivayic values, *Excellence and Practicality, Authenticity, Cultivation, Durability, Initiative, Curiosity and Empathy* to provide clients and teammates a creative, innovative, and collaborative work environment.

- **Graphic Designer**

Designed and developed visual learner-centered concepts for print and web, including graphics, illustrations, infographics, print layouts, brand identity and job aids utilizing Adobe InDesign, Illustrator, Photoshop and Microsoft Word, PowerPoint software's. Designed and created module templates and creative assets in Articulate Storyline and Rise.

- **Learning Developer**

Breathed life into learning design, used best-in-class tools to build engaging learning experiences. Used a blueprint or storyboard as a guide to developing learning experiences utilizing Articulate Storyline and Rise. Thoughtfully created effective user experience (UX) through use of sound, visuals, animation, and interactivity. Tested and troubleshooted modules ensuring effectiveness and functionality within the client's hosting environment.

Visual Merchandiser: Ashley HomeStore Richmond, VA | 2018-2020:

Produced appealing interior displays and large scale floor plan layouts and space planning for showroom; designed and maintained visually compelling merchandise strategies and displays of furniture vignettes that enhanced the overall guest experience and maximized sales. Experience with daily internal communication, time management, and managing a project team.

Sales Associate & Graphic Designer: The UPS Store Emporia, VA | 2017-2018:

Experience in customer service, client support, and communication. Responsibilities include creative solutions for customers, preparing and assembling images and illustrative material and copy; manage layout for publication.

Sales Associate & Graphic Designer: Trinity Custom Apparel South Hill, VA | 2016-2017:

Designed and produced graphics and logos for custom apparel from concept to completion; sales experience assisting customers with apparel choices and designs; observant of business management and operations; Assistant Manager for marketing and social media accounts.