



815-383-8193 • molly@mollymurraydesign.com • www.mollymurraydesign.com

SKILLS

- Adobe Creative Cloud
 - Microsoft Office
 - Web Design
 - Basic HTML & CSS
 - Print Production
 - Marketing
 - Creative thinking & Problem-Solving
 - Typography & Typesetting
 - Social Media & Networking
 - Effective Communication
 - Time Management and Flexibility
 - Self-Driven & Goal Oriented
 - Customer Service & Relations
 - Team Player
-

WORK EXPERIENCE

Lead Consultant 9/10/2018 - Present

Fedex Office, Plymouth, MN

- Managed print production work flow to ensure all production orders were done right and on time
- Took customer orders, gave pricing information, performed consultative selling to customers, and recommended FedEx Office products and services
- Monitored and kept logs of all production jobs
- Took lead responsibility for digital imaging, scheduling and running black & white or color production on full service orders, including finishing services and large job management
- Delivered outstanding customer service while maintaining production and shipping flow
- Responsible for ensuring quality during and after production process
- Ensured communication among shifts
- Provided leadership to team members on assigned shifts
- Operated the Point of Sale terminal (POS), handled financial transactions and made change
- Completed required financial paperwork and assisted with financial reporting including daily sales, close-outs and bank deposits
- Followed instructions of supervisors and assisted other team members in performing store functions
- Responsible for coordination of all shipping related services and activities, including: Providing customer service by determining appropriate shipping methods, informing customers of company products, services, routes, and rates
- Ensured quality customer service is given to customers by providing packaging services, as well as offering information about company products and services
- Assembled parcels and prepared goods for shipping according to company procedures

Graphic Designer 5/22/2017 - 6/6/2018

Midwest Transit Equipment, Kankakee, IL

- Wrote and designed a company-wide branding guide
- Created visual aspects of marketing materials, websites and other media
- Developed ideas for creative marketing campaigns
- Developed the overall layout and production design for various applications including: advertisements, brochures, magazines, and corporate reports



815-383-8193 • molly@mollymurraydesign.com • www.mollymurraydesign.com

- Collaborated with marketing and other professionals to coordinate brand awareness and marketing efforts
- Managed the organization and purchasing of all promotional give away items
- Conducted interviews with new graphic design candidates & made a successful hire
- Photographed buses; edited, and uploaded bus pictures for website sales
- Prepared all display and marketing items for 50+ Trade Shows

Freelance Graphic Designer 1/2014 - Present

- Designed and created websites
- Created logos, graphics and print ads for small businesses and local shopping guide
- Designed business cards for local preschools
- Designed & collaborated with printer in the creation and distribution of a city-wide political publication
- Designed invitations for various events
- Conducted multiple photography shoots and edited photos to client's taste.

Graphic Designer 8/2016-5/2017

Aurora Yearbook, Olivet Nazarene University

- Designed yearbook pages
- Met with photography and writing team to collaborate pages on regular basis.

Customer Service Representative

Citizens State Bank, Milford, IL 2/2012 - 8/2015

Dewey Bank, Dewey IL 8/2016 - 5/2017

- Directed children's saving program
- Managed purchasing and selling of coin sets
- Balanced multiple bank-owned accounts monthly
- Assisted customers in regular banking needs, including opening new accounts

EDUCATION

Bachelor of Science in Art
Digital Graphics Concentration
Olivet Nazarene University, Bourbonnais, IL

• **Associate of Fine Arts**
Graphic Design
Parkland College, Champaign, IL

Dean's List

- Dean's List
- Earned a Merit Award for exceptional artwork