

## Professional Summary

Detail-oriented marketer, designer, and communications professional with 11+ years of experience in artwork review, print coordination, cross-functional workflows, and client-facing project support. Skilled in preparing accurate, compliant marketing and product materials; reviewing pre-press files; coordinating with vendors; and maintaining meticulous documentation in a manufacturing environment. Adept at managing multiple stakeholder inputs, meeting deadlines, and ensuring error-free deliverables across digital, print, and production settings.

## Core Skills

Graphic Design • Multichannel Marketing Content • Print Publishing • Layout Design • Artwork & Pre-Press Review • Adobe Creative Suite (Photoshop, InDesign, Premiere Pro) • Dieline Verification • Print Standards (PMS, Typography, Layout) • File Prep • Cross-Functional Collaboration • Project Coordination • Data Accuracy • Documentation & SOPs • Google Workspace • Microsoft Office • Monday.com • Asana

## Professional Experience

**Digital Marketer, Graphic Designer & Administrator (Part-Time, Remote)** — High Plains Biochar (Manufacturer), Laramie, WY  
*Nov 2024 – Jul 2025*

- Designed product collateral, spec sheets, and branded templates using Canva.
- Prepared accurate print-ready files and maintained organized artwork libraries with strict version control.
- Coordinated with leadership and vendors to ensure copy accuracy, brand cohesion, and timely revisions.
- Supported operations through file organization, web assets, documentation cleanup, budgeting assistance, SOPs, and onboarding materials.

**Director of Public Relations** — COMSINT (PR Agency), Boston, MA (Remote)  
*Aug 2022 – Feb 2023*

- Built content calendars and media contact lists; managed multi-client workflows efficiently.
- Edited and finalized client reports, branded communications, and digital assets.
- Supported the President with documentation, internal organization, and business development preparation.

**Client Success Strategist** — DemandLab (Ad Agency), Philadelphia, PA (Remote)  
*May 2021 – Jul 2022*

- Tracked and communicated artwork and content approvals with Clients, Account Managers, and Project Management.
- Managed recurring client meetings, timelines, and deliverables across cross-functional teams.
- Maintained detailed documentation, SOPs, and process guides supporting team coordination.

**Strategist & Software Concierge** — Beutler Ink (Ad Agency), Washington, D.C. (Remote)  
*Feb 2019 – May 2021*

- Managed agency deliverables for multiple client accounts under strict deadlines.
- Proofread longform content, artwork, and campaign assets for accuracy and brand consistency.
- Produced clear software documentation for WikiWatch and tracked community engagement.

**Marketing Communications Specialist** — Oseco (Manufacturer), Broken Arrow, OK  
*Mar 2014 – Jun 2017*

- Collaborated across R&D, Quality, Planning, and Procurement to support product labeling and branded material consistency.
- Reviewed printer proofs for product literature and marketing materials, ensuring dielines, PMS colors, and layout accuracy.
- Coordinated with designers and vendors to finalize print-ready collateral and tradeshow materials.
- Maintained marketing budgets, literature archives, and departmental documentation.
- Supported onsite LEAN manufacturing standards and safety protocols.

**Editorial Assistant (Part-Time Internship)** — PennWell Publishing (Dental Division), Tulsa, OK  
*Jun 2013 – Dec 2013*

- Designed layouts, conducted interviews, and contributed content to PROOFS eMagazine and DentistryIQ.com.
- Assisted the Editor with content calendar management and contributor coordination.
- Edited and proofed articles and correspondence; maintained digital archives and publication assets.
- Built on an early foundation in print publishing through three years of high school yearbook (Editor senior year).

**Corporate Yoga Instructor & Consultant (Side Business)** — Yellow Umbrella, LLC — Remote  
*2019 – Present*

- Manage client communication, scheduling, invoicing, and documentation.
- Provide structured written and recorded instructional materials.

## Education

**Bachelor of Arts in English** — University of Texas at Austin (2011)

## Certifications

RYT-200 (2019) • Trauma-Informed Yoga Teacher, Level 2 (2022) • Brain Longevity Specialist (2025) • CPR/AED & First Aid (valid through Aug 2026)