



EMILY CARR

GRAPHIC DESIGNER

512.912.6204

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ONLINE PORTFOLIO

emcarrdesign.com

EDUCATION

AUSTIN COMMUNITY COLLEGE

Associates Degree in Visual Communication with Specialization in Graphic Design

May 2018

AUSTIN COMMUNITY COLLEGE

Photography Program

January 2014 - May 2015

EXPERIENCE

GRAPHIC DESIGNER & MULTIMEDIA SPECIALIST

Visit Austin | June 2018 - Present

Visit Austin is a destination marketing organization which promotes Austin as a premier business and leisure destination through international advertising programs and hosting events.

- Concept, pitch, and execute all internal design projects
- Manage project timelines utilizing the marketing request submission form (Google Forms) for all project requests across various departments
- Photo and video production and editing
- Animate graphics to create more engaging social media content
- Manage all correspondence with print and digital production partners to ensure that all materials are built to their required specifications
- Oversee that all promotional materials produced by external vendors adhere to the organization's brand standards

FREELANCE GRAPHIC DESIGNER

January 2018 - Present

- Time and personal finance management
- Build contracts and proposal presentations to manage client expectations
- Keep an organized archive of completed projects

GRAPHIC DESIGN INTERN

Visit Austin | September 2017 - December 2017

- Execute designs for all internal projects as assigned by my supervisor
- Assist in photo and video editing
- Coordinate promotional material needs
- Assist in print production and billing

SKILLS

DESIGN

Identity systems/branding, color theory, web and apps, packaging, publications, documents/forms, typography, illustration, photography

TECHNICAL

- Experienced in both Mac and PC
- Adobe Creative Suite
- Microsoft: Word, Excel, PowerPoint, Outlook
- Other Software: Google Drive, Google Docs, Google Slides, Google Sheets, Keynote, Slack, Sketch
- Equipment: photo printers, scanners, copiers, dry photo mounters, Wacom tablets, laminators, lighting equipment, photography equipment

CORE COMPETENCIES

In my current role, efficient written and verbal communication is key in keeping projects on track in the review process across several departments.

Maintaining an organized log of projects equipped with hyperlinks to their respective locations in the drive has allowed me to successfully manage my time and workload effectively, ensuring that all projects are delivered on-time and of the highest quality.

Building collaborative presentations has streamlined the review process across various departments, allowing department heads to review projects and leave feedback with ease, and me to receive their comments in real time for an expedited editing process.