

# EISABEL SAWYER

## SUMMARY OF QUALIFICATIONS

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9 years of Graphic Design experience in small business providing quality designs conducive to company image. Successful record in learning new skills and software with a reputation for attention to detail, adaptability and working well in a fast-paced environment.

## CORE COMPETENCIES

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|-----------------|-----------------|----------------|
| ■ Design Layout | ■ Photo Editing | ■ Web Design   |
| ■ Direct Mail   | ■ Print Design  | ■ Presentation |

## EXPERIENCE

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2007-present      Two Town Studios      St. Paul, MN

*Art Licensing Agency – Office Manager/ Graphic Designer*

- Responsible for all graphic design duties, including ads, presentations, product design, and editing of artwork for both print and web
- Design and maintain company websites using Dreamweaver
- Maintain web content management library with over 3,000 images
- Implemented computer-based data management systems to manage all contracts, royalties and artwork for 13 artists to be used for monthly, quarterly and yearly reports
- Manage day to day office operations; answering telephone, responding to email requests, running database reports, running errands and managing office supplies

2001-2006      CEH, Inc      St. Paul, MN

*Real Estate Office – Office Manager/ Graphic Designer*

- Managed all marketing actions from development to delivery
- Designed all marketing materials, including all photography and preparing images for print and web
- Maintained 3 company websites using FrontPage and a web-based site
- Managed up to 120 real estate transactions per year
- Implemented organizational systems for office operations tracking leads, contracts, and clients to be used for monthly, quarterly and yearly reports
- Managed accounts payable
- Provided technical support for a small team and maintained company hardware, software and technical operations

## EDUCATION

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2008      The Art Institutes International Minnesota      Minneapolis, MN  
Associates of Applied Science – Graphic Design

## TECHNICAL SKILLS

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|------------------------|-----------------------|--------------------|
| ■ Adobe Creative Suite | ■ Adobe Illustrator   | ■ Adobe PhotoShop  |
| ■ Dreamweaver          | ■ Front Page          | ■ Adobe InDesign   |
| ■ Fireworks            | ■ PC and Mac Training | ■ Microsoft Office |