

# olivia georgette

graphic designer

## professional profile

To wake up everyday loving what I do, in a positive environment full of appreciation, passion, and creativity. An environment that would challenge my talents, skills, experiences and expand on my perception of life as a creative individual.

## education

Johnson & Wales University, Providence, RI  
BS: Graphic Design & Digital Media  
Concentrating in : Print Design and Psychology  
May 2014 *cum laude* 3.5/4.0 GPA

## software & languages

Adobe Illustrator	★★★★★
Adobe Indesign	★★★★☆
Adobe After Effects	★★★★☆
Adobe Dreamweaver	★★★★☆
Adobe Photoshop	★★★★☆
Adobe Acrobat Pro	★★★★★
Microsoft Word	★★★★★
Microsoft Excel	★★★★☆
Microsoft PowerPoint	★★★★★
Microsoft Outlook	★★★★★
Wordpress	★★★★☆
HTML	★★★★☆
CSS	★★★★☆
Wacom tablet	★★★★★
Sketch up	★★★★★
Windows	★★★★☆
Macintosh	★★★★★

## volunteer & awards

Hey There Beautiful - <i>Creative Director</i>	2015
Grassroots Project - <i>Graphic Designer</i>	2015
JWU Deans List - <i>3.9 Major GPA</i>	2010-2014
JWU Design Competition - <i>Finalist</i>	2012-2014
The Learning Community - <i>Americorps</i>	2014
Save the Bay - <i>Bay clean-up crew</i>	2013-2014
The Artist Exchange - <i>Face Painter</i>	2013
Water Fire - <i>Event Assistant</i>	2012

## membership

AIGA - <i>Johnson &amp; Wales Chapter - Member</i>	2014
Black Student Alliance - <i>Member</i>	2013 - 2014
Caribbean Association - <i>Member</i>	2011 - 2014
Student Activities - <i>Member</i>	2012 - 2014

## work experience

Sudler & Hennessey New York, NY   Jr. Art Director	April 2016 – Present
<ul style="list-style-type: none"><li>• Designing and formatting over 500 PowerPoint slides simultaneous weekly</li><li>• Managing multiple assignments while maintaining high standard of design</li><li>• Creating custom PowerPoint templates</li><li>• Move projects from concept/draft to finished produced pieces</li><li>• Communicate with vendors and clients to finalize printed products</li><li>• Design company signage for regional and local programs</li></ul>	

Hey There Beautiful Non Profit Organization Brooklyn, NY   Creative Art Director	August 2015 – Present
<ul style="list-style-type: none"><li>• Using creative expertise to interpret the organizations vision</li><li>• Interacting with the community directly and indirectly</li><li>• Coming up with concepts for event flyers and invitations</li><li>• Executing all design concepts and presenting finish products</li><li>• Design all social media marketing tools</li><li>• Produce effective advertising campaigns</li></ul>	

Freelance – Graphic Design Providence, RI; Queens, NY   Graphic Designer & illustrator	2011 – Present
<ul style="list-style-type: none"><li>• Redesigning / building websites using Wordpress, Squarespace or Wix</li><li>• Creating logo designs to represent company's unique name and image</li><li>• Creating illustrations for apparel and marketing materials</li><li>• Producing original and visually appealing product and packaging design</li></ul>	

Guggenhiem Partners New York, NY   Jr. Graphic Designer & Presentation Spec.	August 2015 – April 2016
<ul style="list-style-type: none"><li>• Created custom presentations for bankers and investment partners</li><li>• Used Microsoft and Adobe programs to create documents and graphs, logos and custom graphics.</li><li>• Sent out Deal Announcements once transactions are approved</li><li>• Worked with vendors to design and develop deal toys.</li></ul>	

The Learning Community Charter School Providence, RI;   Designer & Communications VISTA	Nov. 2016 – Aug 2015
<ul style="list-style-type: none"><li>• Redesigned educational materials for teachers and competing schools</li><li>• Maintained &amp; updated data of corresponding schools</li><li>• Planned several "Educator Workshops"</li></ul>	

## internship

Urban Upbound Non Profit Organization Queens, NY – Volunteer Student Tutor & Graphic Design Intern	2014 – 2015
<ul style="list-style-type: none"><li>• Tutored Highschool students on various subject in preparation for SAT's,</li><li>• ACT's &amp; Regents.</li><li>• Assisted Students with College Applications and College essays.</li><li>• Taking responsibility for video editing to print making.</li><li>• Created Brochures, Pamphlets, Flyers, and Press Releases.</li></ul>	

Grace Ormond Wedding Style Magazine Providence, RI Graphic Design Intern (Credited)	Fall 2013
<ul style="list-style-type: none"><li>• Supervised and maintained multiple active Wordpress websites.</li><li>• Organized, and tag hundreds of wedding photos.</li></ul>	

## capabilities / expertise

Excellent customer service skills practiced over the past 7 years  
Outstanding graphic design and illustration skills  
Impressive organizational skills: *Balanced full-time job while achieving 3.5 GPA*  
Effective product design/placement for marketing, restocking and retail display.

(401) 499-9648 | Olivia G. Brown  
email: [oliviageorgettedesigns@gmail.com](mailto:oliviageorgettedesigns@gmail.com)