



SKILLS

PROFICIENCY

Mac and PC
Adobe Creative Suite: InDesign, Illustrator, Photoshop
Microsoft Office Suite: Word, Excel, PowerPoint, O360, SharePoint, Teams
Other Programs: Skype, WordPress, Cricut / Silhouette Studio

RELATIONS

Exceptional oral and communication skills, with a proven ability to manage multiple projects simultaneously. Highly skilled in research, organization, reporting, and delivering compelling presentations. Energetic, personable, and creative, with a strong commitment to professionalism and excellence.

WORK HISTORY

07/17 - PRESENT **BUNZL DISTRIBUTION NA**

CREATIVE PRODUCTION MANAGER – GRAPHIC, WEB & PRODUCTION DESIGN
Design and produce printed and digital marketing, including catalogs, brochures, flyers, product detail and spec sheets, safety / training manuals, and presentations. Develop industrial packaging (shipping corrugate, chipboard, poly) and establish packaging and brand standards for each brand and product launches. Collaborate with domestic and international manufacturers to maintain consistency across print and digital formats. Design and manage large-format signage for events, trade shows, and billboards. Oversee design, print, and logistics for National and Global Sales Conferences. Create wireframes and graphics for websites, email campaigns, and social media. Design logos, icons, and brand graphics for products, departments, and internal groups.

Partner with cross-functional teams — acquisition, sales, category managers, and directors to meet project goals and deliverables. Personal design contributions have directly supported the successful closure of new business contracts, generating annual sales of \$30M or more.

01/22 - PRESENT **INSPIRING WOMEN IN BUNZL (IWIB) AFFINITY GROUP – MARKETING & COMMUNICATIONS COMMITTEE & ADVISORY BOARD MEMBER**
Volunteered as the lead designer to create theme and designs for annual program campaigns on the Marketing & Communications Committee for Bunzl's Women's Affinity Group, IWIB, for three (3) years before being invited to become a member of the Advisory Board, introducing innovative and inclusionary ideas to expand the group, offering broader communications and resources, blog posts, and subscription plans for membership.

08/15 - 07/17 **THE CUSTOM COMPANIES: NORTHLAKE, IL**

LA DISPOSITIONS

Relationship development with carriers to problem solve and provide monetary authorizations for additional services.

CLIENT SERVICES REPRESENTATIVE

Work with clients to trace shipments, schedule pick ups, quote, and solve transit issues.

Network with carriers to achieve goals and deliver shipments to client satisfaction.

09/11 - 08/15 **UNDER ARMOUR: ROSEMONT, IL**

FREIGHT AND OPERATIONS MANAGER

Organized and established a team dedicated to stock room processes and maintenance.

FREELANCE DESIGN

12/13 - PRESENT **EMILY HOOVER DESIGN**

GRAPHIC DESIGN SERVICES

Logo design, brand identity packages, various collateral needs (ie.: catalogs, brochures, flyers, event posters, tickets, etc.), event graphics, outdoor or indoor banners, vinyl graphics, app graphics and advertising (print or digital), car decals, promotional items, web design, and more. Includes full print services.

INTERNSHIPS

01/17 - 03/17 **THE CUSTOM COMPANIES: NORTHLAKE, IL**

GRAPHIC DESIGN INTERNSHIP

Restructured brand and designed packaged collateral for each division of the company.

04/12 - 06/12 **SLEWFOOT SIGNS: JEFFERSON, WI**

GRAPHIC DESIGN INTERNSHIP

Designed and applied logos, signs, banners, and vehicle detailing for local businesses and municipalities.

EDUCATION

06/17 **THE ILLINOIS INSTITUTE OF ART: SCHAUMBURG, IL**

BACHELOR OF FINE ARTS: GRAPHIC DESIGN