

Christina Ellis

artist | designer | traveler

PROFESSIONAL PROFILE

Highly creative and multi-talented graphic designer with extensive experience in print, production, brand management and social media. Exceptional collaborative and interpersonal skills; dynamic team player. Highly skilled in vendor relations and pre press. Highly motivated and fast learner; accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements.

WORK EXPERIENCE

JAN 2008 - MARCH 2020 | PINNACLE PROMOTIONS | STUDIO MANAGER

As the Manager of the Art Dept, the duties included:

- Managing all the creative requests through an internal ticketing system, successfully completing over 1200 projects a year.
- Analyzing weekly projects with creative director to organize the team's workloads for the week and hire contract workers when needed.
- Act as a senior designer in the dept, producing art for print, exhibits, social, websites, and all internal office projects.
- Key stakeholder in annual promotional event held at Pinnacle's office. The yearly event had over 100 attendees and the art included all the signage, posters, collateral, wayfinding, office decor, customer registration, badges, and prizes for the event.
- Help sales depts sell Pinnacle services to clients, creating presentations, mockups for promo stores and collateral.
- Quote/submit all department print jobs to vendors.
- Manage large format color printer and art supplies.
- Train and set up new hires in both the Creative and Production inner departments.

EDUCATION

2004 - 2007 | ART INSTITUTE OF ATLANTA

Here I received a Bachelors of Fine Art in Graphic Design.

FOCUS

Brand Management, Project Management, Presentation Prep, Print Design and Production, Corporate Identity, Information Graphics, Package Design, Social Media, Emails, Interactive PDFs

SKILLS

ORGANIZATIONAL

PRINT DESIGN

BRAND MANAGEMENT

WEB DESIGN

SOFTWARE

ADOBE CREATIVE SUITE

REDMINE TICKETING

MICROSOFT OFFICE

WORD PRESS