

## Compliance & Performance Resume

### PROFESSIONAL SUMMARY

Visual communications and creative services professional with formal academic training in graphic design and hands on experience supporting marketing, branding, and public facing communications. Experienced in producing print and digital assets within structured environments while maintaining documentation, timelines, and quality standards. Strong background in client support, coordination, and execution across fast paced and compliance aware settings.

### CORE COMPETENCIES

- Graphic design and visual communications
- Creative services support for regulated environments
- Print and digital asset production
- Branding and layout execution
- Documentation and file management
- Stakeholder collaboration
- Customer facing communications
- Quality control and review

### PROFESSIONAL EXPERIENCE

Freelance Graphic Designer

Pennsylvania

March 2017 to November 2024

- Designed print and digital materials including menus, business cards, promotional flyers, uniforms, and spirit wear
- Translated client requirements into clear, effective visual deliverables
- Maintained organized project files and documentation
- Collaborated with stakeholders to ensure accuracy, clarity, and timely delivery
- Supported public facing initiatives focused on community engagement and awareness

Creative Director

Cassus Media LLC

November 2024 to Present

Key responsibilities and achievements:

- Manage execution of contract-based marketing, communications, and digital services
- Ensure all deliverables align with approved scopes of work, timelines, and contractual requirements
- Coordinate internal staff and external vendors to support project completion
- Develop and maintain documentation for deliverables, approvals, and reporting
- Support public sector, education, nonprofit, and regulated industry clients with clear, accessible communications
- Oversee website development, digital content production, and multimedia assets

## Compliance & Performance Resume

- Maintain quality control standards across all client deliverables
- Support compliance aware practices related to data handling, accessibility, and continuity
- Serve as primary point of contact for client communication and coordination
- Track project progress and ensure on time delivery of contractual obligations
- Support stakeholder engagement and interdepartmental collaboration
- Maintain organized records, files, and version control
- Maintain data security, access controls, and continuity practices appropriate for regulated environments

### EDUCATION

Associate of Science in Graphic Design  
Pittsburgh Technical College  
Pennsylvania  
October 2022

Areas of concentration include digital illustration, digital imaging, photography, web development, HTML, CSS, corporate design, advertising design, and print production.

NOCTI Certification in Visual Arts  
Greater Altoona Career and Technology Center  
June 2019

### CERTIFICATIONS AND TRAINING

Project based workflow and operations training  
Cybersecurity awareness and data protection practices  
Accessibility and digital best practices training  
Ongoing professional development in compliance focused communications

### TOOLS AND SYSTEMS

Microsoft Word, Excel, and PowerPoint  
Microsoft 365 Administration  
Google Admin Suite  
Figma  
Adobe Creative Cloud Suite  
Project management systems (ClickUp)