

KAELYN LUND

kaelynlund@gmail.com

PROFILE

Senior Graphic Designer with seven years experience in a management position. Possesses a versatile skill set, including developing relationships, streamlining processes and leading team projects. Detail oriented professional with extensive experience in packaging and print design, who meets deadlines and works efficiently. A self-starter and a quick learner.

PROFESSIONAL EXPERIENCE

Senior Graphic Designer, Performance Apparel Corp. - 09/2007-Present

- Manage projects throughout development process, including mock-ups, production, proofing, sourcing, final approvals and documentation of work
- Supervise graphic designers, both in-house and freelance; delegating workload, assisting with design solutions, maintaining records and negotiating payment
- Assisting with special events including setup, facilitation and customer service
- Photo shoot organization, set design, model scout, scheduling and cataloging of files
- Graphic design and development of promotional materials including print catalog, online ads, banners, digital lookbooks, packaging and website graphics
- Maintain relationships with vendors, printers and intermediaries
- Provide records of all projects developed, sourced and researched

Graphic Designer, MenuClub - 12/2006-09/2007

- Layout and design of marketing materials
- Research, data entry and proofreading
- Website development and site testing
- Customer service, sales calls, order follow-up and issue resolution
- Project tracking, email correspondence and report filing

Document Layout, Santa Cruz Biotechnology - 06/2006-12/2006

- Datasheet production, layout, page formatting, proofing and text editing
- Document preparation and tracking
- Use of basic office equipment including photocopier, fax machine, projector & scanner

EDUCATION

California Polytechnic State University, San Luis Obispo

Bachelor of Science: *Graphic Communication, 2006*

Concentration: *Design Reproduction Technology*

TECHNICAL SKILLS

Adobe Creative Suite: *Illustrator, Photoshop, InDesign, Dreamweaver*

Microsoft Office Suite: *Excel, Word, PowerPoint, Outlook*

Type 75 wpm. Clean DMV.