

# ANNA CLAY

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## EDUCATION

DREXEL UNIVERSITY, 2012

Bachelor of Science in Graphic Design

Minor in English

3.76 GPA, Magna Cum Laude

Dean's List 2008-2012

The Triangle Newspaper

A&E Photographer and Writer, 2008-2012

## TECHNICAL SKILLS

Mac and PC

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Adobe Dreamweaver

Microsoft Office Suite

Google Apps

Wordpress

Basic HTML & CSS

Some Adobe Flash

## WORK EXPERIENCE

DUANE MORRIS, LLP

**Graphic Designer - Temporary**, September 2016-Present

- Produce marketing materials for use by offices worldwide
- Code and design HTML email invitations and announcements
- Ensure brand integrity across communications assets

ROSEN, SCHAFER & DIMEO, LLP

**Legal Assistant and Graphic Designer**, July 2013-August 2016

- Managed transition to new content management system
- Created logo, letterhead, and other design materials
- Drafted legal documents and coordinated scheduling

BEAM, Ltd

**Graphic Designer**, July 2012-January 2014

- Prepared documents for project proposals
- Produced marketing sheets about the firm, projects, and more
- Organized promotional materials including photographs and project sheets

PHILADELPHIA UNION

**Freelance Graphic Designer**, September 2011-July 2013

**Graphic Design Intern**, March 2011-September 2011

- Generated web and print material including game day collateral and ads
- Developed media guide for press for the 2012 and 2013 seasons
- Created ticket cards, booklets, and folders for season ticket holders

DREXEL PUBLISHING GROUP

**Publishing & Design Intern**, January 2012-June 2012

- Conceptualized posters for readings and other events
- Wrote and edited pieces for weekly blog posts and featured articles
- Reviewed submissions for literary magazine