

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

Drexel Publishing Group

Publishing and Design Intern, 2012

TECHNICAL SKILLS

Mac and PC

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Adobe Dreamweaver

Adobe Lightroom

Adobe Premiere

Microsoft Office Suite

Basic HTML & CSS

Google Apps

Google Ads

Wordpress

Squarespace

Wix

Copper

iContact

Mailchimp

Unbounce

Notion

WORK EXPERIENCE

INSOMNIA COOKIES

Lead Graphic Designer, January 2019-February 2021

- Collaborated on large-scale advertising projects across print and web
- Coordinated with digital team to create wireframes and web assets
- Implemented project management and cloud file systems

MARCUS & MILLICHAP

Marketing Coordinator, January 2017-January 2019

- Managed all aspects of marketing for real estate team
- Wrote and designed property proposals and offering memorandums
- Monitored database and launched email and social media initiatives

DUANE MORRIS, LLP

Graphic Designer - Temporary, September 2016-January 2017

- Produced marketing materials for use by offices worldwide
- Coded and designed HTML email invitations and announcements
- Ensured 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 pages

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