

# ANNA CLAY

## CONTACT

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## EDUCATION

### DREXEL UNIVERSITY, 2012

Bachelor of Science in Graphic Design

Minor in English

Magna Cum Laude

The Triangle Newspaper

*A&E Photographer and Writer*, 2008-2012

Drexel Publishing Group

*Publishing and Design Intern*, 2012

## GOOGLE CAREER CERTIFICATES

UX Design Professional Certificate,

March 2021-Present

## TECHNICAL SKILLS

Mac and PC • Microsoft Office Suite • Google Apps

**ADOBE:** Photoshop • Illustrator • InDesign

Dreamweaver • Lightroom • Premiere • XD

**WEB:** Basic HTML & CSS • Google Ads • Figma

InVision • Wordpress • Squarespace • Wix • iContact

Mailchimp • Unbounce • Constant Contact

## VOLUNTEER WORK

### PHILADELPHIA READING COACHES

*Reader* • November 2020-Present

### BOOKS THROUGH BARS

*Volunteer* • June 2016-Present

### SAINT ANASTASIA YOUTH SOCCER

*Assistant Coach* • August 2011-November 2015

## WORK EXPERIENCE

### INSOMNIA COOKIES (National Bakery Chain)

*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
- Assisted in brand transition working with agencies and updating files

### MARCUS & MILLICHAP (Commercial Real Estate Firm)

*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 (Law Firm)

*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, SCHAFFER & DIMEO, LLP (Law Firm)

*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 (Lighting and Architecture Firm)

*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 (Professional Soccer Team)

*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 digital media guide for press for the 2012 and 2013 seasons
- Created ticket cards, booklets, and folders for season ticket holders