

GRAPHIX SOLUTION

Director of Project Management and Design Services

graphixsolutionnc.com

May 2022 - current



- Spearheaded the entire project lifecycle from concept to installation for corporate signage and branding projects, ensuring on-time and on-budget deliveries.
- Managed and mentored a team of project managers, fostering a collaborative environment and elevating departmental efficiency and output.
- Collaborated cross-functionally with sales, production, and installation teams to optimize workflows and resolve projectrelated challenges effectively.
- Successfully executed complex, large-scale corporate rebranding initiatives, coordinating multiple stakeholders and ensuring seamless transitions.
- Managed vendor relationships, securing competitive pricing and high-quality materials for diverse signage production needs.
- Managed the end-to-end sign permitting process across various city municipalities, including thorough research of local zoning ordinances, sign codes, and unified development ordinances (UDOs) to ensure full signage compliance.
- Prepared and submitted comprehensive permit applications, encompassing detailed sign drawings (dimensions, materials, illumination), site plans, building elevations, and landlord/property owner approvals.



STRENGTHS

- Problem Solving
- Creativity
- Communication
- Time Management

DESIGN SOFTWARE

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Canva
- Figma

PRODUCTIVITY SOFTWARE

- Trello
- Google Workspace
- MS Office Suite
- Zoom | Google Meet

related experience

JASPER CARE PACKAGES

Freelance Graphic Designer

OVERTIME SOFTWARE Freelance Graphic Designer

KORNMEYERS FURNITURE Marketing Coordinator

- Responsible for developing and designing visual theme for newsletter.
- Created project timeline defining deliverable content and dates.
- Designed and formatted visual components for college athletic recruiting mobile apps. Some of the schools include LSU, TCU and ASU.
- Designed all print advertising for store promos/campaigns for newspaper/magazines, direct-mail, and in-store marketing.
- Responsible for negotiating ad pricing and renewal contracts. Managed co-op advertising program and helped develop promotional calendar.



LOUISIANA STATE UNIVERSITY

Baton Rouge, Louisiana

BA in Mass Communication with a focus in Advertising and additional studies in Fine Art.

for more info about me, head over to

