



emma.schlieder@gmail.com

518.423.2360

skills and proficiencies »

Project management and client relations
Client relations and communication
Creative strategy and conceptual proposals
Meticulous file and asset management
Typography and layout design
Print and web advertisement design
Prepress for large-format printing
Fluent in Adobe Illustrator, InDesign, Photoshop
Google Suite
JobCritical™

(FileMaker based job management software)

education »

SUNY NEW PALTZ

New Paltz, New York
BA in Communication and Media | May 2011
Concentration in Media Management
Graduated with honors: Magna Cum Laude

SUNY COBLESKILL

Cobleskill, New York
AA in Graphic Design Technology | May 2013

UNIVERSITY OF NEWCASTLE

New South Wales, Australia | Jul-Dec 2009
Digital Information Studies

professional experience »

CREATACOR

Project Coordinator/Senior Graphic Designer
August 2017–Present

- Coordinate between clients, team members and vendors to ensure projects are on schedule and within estimated scope
- Communicate with new and existing clients throughout project lifecycles to establish and maintain successful relationships
- Review creative briefs, define deliverables and create production schedules and budgets
- Source and communicate with vendors to achieve allocated project costs and oversee production of materials
- Lead development and design of conceptual work for clients and internal initiatives
- Allocate tasks to other team members and departments
- Quality assurance throughout prepress and production process of all graphics

ASSANTE DESIGN

Senior Graphic Designer | November 2016–June 2017

- Met with clients to determine necessary scope of work and aesthetic design preferences
- Branding and design of promotional/marketing materials for new and existing clients
- Designed/produced/installed vinyl graphics

THE TROY BOOK MAKERS

Senior Author Liaison/Graphic Designer | May 2013–June 2016

- Met with clients to determine design visions, budgets, and deliverable time frames
- Worked closely with vendors to develop and manage projects from conception to completion
- Executed all elements of book design and production
- Designed and produced branding and promotional materials
- Oversaw and allocated tasks to interns