SHAYCALLIER

calliercreations.com
shay.callier@gmail.com
757-831-5479

EXPERIENCE

Celebrity Talent International, LLC [Oct 2013 - Jul 2014]

Carlsbad,CA

Creative Designer
- Utilized graphic design and layout skills, creative services, customer focus, creativity, flexibility, attention to detail to orchestrate and execute marketing campaigns.
- Prepared work to be accomplished by gathering information and materials.
- Planned concepts by studying information and materials.
- Illustrated concepts by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtained approval of conceptual art by submitting rough layout for approval.
- Prepared finished copy and art by typesetting.
- Maintained technical knowledge by attending design workshops; reviewing professional publications;
- Contributed to the team effort by accomplishing related results as needed.

Database Manager / Graphic Designer
- Maintained database with over 30,000 contacts.
- Provided weekly phone and email correspondences with new and existing clients.
- Composed letters, proposals, reports, presentations, and other comprehensive materials using correct grammar, punctuation, spelling, editing, formatting and proofreading skills to clearly and concisely provide accurate information.
- Verified entered data by reviewing, correcting, deleting or reentering data.
- Performed independent research.
- Planned, drafts and composed graphic pieces for mass email marketing campaigns.
- Created monthly company promotional pieces.
- Maintained company social media presence.
- Supervised a team of five.

Data Entry Clerk
- Verified entered data by reviewing, correcting, deleting, and/or reentering data.
- Purged files to eliminate duplication of data.
- Composed letters, proposals and reports.
- Managed daily incoming phone calls.

French-American Chamber of Commerce [May 2013 - Oct 2013]

San Diego, CA

Freelance Web Developer
- Constructed information architecture.
- Created concept art.
- Designed wireframes.
- Constructed Wordpress template.
- Implemented client content.

SKILLS

- Adobe Dreamweaver
- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator

- Sublime Text
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel

- Data Entry
- MAC OS
- PC
- CRM

EDUCATION

Bachelor of Science - Media Arts
Platt College - San Diego, CA
October 3, 2013

Associate of Applied Science - Graphic Design
Platt College - San Diego, CA
August, 2012