




Riley M. Jones

Graphic and Web Designer

Contact

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Online Portfolio

rileymjones.com

Education

Mercyhurst University
B.A. Graphic Design
3.5 GPA
Erie, PA
Exp. December 2021

Honors

Dean's List
Design chosen from 10 options to re-brand and replace the CHROMA Guild's Logo
LinkedIn Front-End Developer Certified

Skills

Design Skills: Strong design ability from concept to completion, exceptional use of typography. Able to develop collateral such as logos, posters, advertisements, letterheads, corporate identities, and booklets.

Computer Skills: Highly skilled in Adobe Photoshop, Illustrator, InDesign, XD, Dreamweaver, After Effects of the Adobe Creative Suite, Microsoft PowerPoint, Word, Excel of the Microsoft Suite and Social Media Platforms: Instagram, Facebook, Twitter, Snapchat, and Tik Tok. Computer Coding and Editing Software: HTML, CSS, JavaScript, Bootstrap, WordPress.

Professional Skills: Excellent communicative skills both verbal and written. Strong organizational and leadership skills with outstanding time management skills.

References Available Upon Request

Summary

Hardworking, energetic, dependable graduate seeking a position in Web or Graphic Design. Solid experience in Adobe Photoshop, Illustrator, InDesign, XD, Dreamweaver, and After Effects, HTML, CSS, and WordPress. Strong communication, leadership, and design skills with the proven ability to work well both independently and in teams. Adept at appraising and adjusting to new environments quickly and efficiently while staying on task and meeting deadlines. Innovative and imaginative ability to create, develop and execute new ideas and products.

Experience

Design Assistant

Mercyhurst University, Art Department, Erie, PA / September 2020-Present

- Supervise and administer all social media
- Create logos, fliers, posters, bulletin boards and other content
- Shoot and utilize photographs for online presence
- Communicate with faculty within the department and University overall

Design Tutor

Mercyhurst University, Erie, PA / September 2020-Present

- Tutor students in Basic Design, Digital Imagery and Web Design
- Teach individuals Adobe Photoshop, Illustrator, InDesign and DreamWeaver
- Create study systems based on individual needs

Freelance Designer

Agency Jen, Erie, PA, Remote / June 2021-September 2021

- Developed and designed social media templates, ads and sell sheets that gained business and new employees
- Communicated with clients throughout the process to ensure design goals and objectives were met

Graphic Design Intern

Assetworks LLC., Wayne, PA, Remote / May 2021-August 2021

- Developed print, digital, and online designs from concept to execution
- Updated and maintained micro-site and the corporate sites using WordPress
- Collaborated closely with team in the development and creation of designs and layouts based on specifications

Camp Counselor

YMCA, Skaneateles, NY / June 2015-August 2020

- Assisted director with all daily responsibilities and acted as director in his absence
- Supervised and responsible for 20+ campers, age 5-13
- Designed collateral to assist director with daily program
- Developed daily art teaching for all campers
- Communicated daily with parents and other camp leaders in written form and face-to-face meetings