

Brandilyn Christine

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Work Experience

May 2003- Present **Independent Contractor – Los Angeles, CA / Austin, TX**

Graphics Designer / Consultant / Internet Sales / Web Designer / Printing Sales and Consulting

- Successfully manage and coordinate graphic design projects from concept through completion.
- Work closely with clients to create vision, conceive designs and constantly meet deadlines and requirements.
- Created theme and graphics for marketing sales, presentations and corporate websites.
- Successful creation and completion of over 30 websites for internet marketing purposes.
- Advertisements in print and web, identity development and web design.
- Coordinate printing with outside vendors for clientele.

Oct 2007- Feb 2008 **Halo/Lee Wayne – Culver City, CA**

Marketing Coordinator

- Create Graphic sell sheets increasing sales for executives
- Presentation design for product development and sales.
- Creating marketing materials for advertisement of new and already existing products.
- Supporting Vice President & Account Executives throughout the order process on production of promotional products.
- Supplying quotations to clients.
- Researching promotional products with domestic vendors.
- Participating with various ASI, PPAI and industry shows.
- Operate and manage all orders from start to finish within domestic vendors.
- Track all promotional sales.
- Operate computer to compose and edit correspondence and memoranda from dictation.
- Website maintenance & updating.

Mar 2006-Oct 2007 **Jack Nadel International – Los Angeles, CA**

Import/Marketing Manager

- Product development & design.
- Buyer of promotional products both domestic and international.
- Over see all graphics and marketing for domestic and international sales within the import division.
- Worked directly with the Director of Imports in scheduling meetings, travel arrangements; prepare/negotiate advertising and sales contracts.
- Working closely with over 200 Account Executives throughout the U.S. on production and importation of promotional products

- Prepare documents, such as work orders, bills of lading, and shipping orders to route materials.
- Extensive travel to Hong Kong and China factories ensure quality control of imported products.
- Participating with various ASI, PPAI and industry shows.
- Operate and manage all import orders from start to finish within domestic and international vendors.
- Maintain product quality control on all overseas & domestic products.

Oct 2003 -Feb 2006 **Lancaster School District – Lancaster, CA**

Computer Lab Technician/ Instructional Assistant

- Assistant to teachers at multiple schools sites, working closely with special needs and autistic children.
- Operating and maintaining over 40 computers.
- Training Junior High students on computer functions and basic graphic skills.

Apr 2001 -Mar 2003 **Hyperpanel/ Grabware – Los Angeles, CA**

Office Manager

- Worked directly with the CEO in managing meeting times, personal correspondence, and travel commitments to minimize conflicts.
- Extensive travel to Paris, France as a representative of the U.S. Company.
- Assisting with budget preparation & Payroll.
- Answered phones, greeted and assisted visitors, and handled general administrative duties, such as filing, faxing, copying and mailing.
- Over see all graphics and marketing including CD & website design.
- Wrote and distributed employee and contractor checks.

Education

- Art Institute of Los Angeles – Los Angeles, CA 2000 – 2002
- - Major Multimedia
- Antelope Valley College – Lancaster, CA 1996 – 1998
- - Major Marketing & Business

Creative experience

Print

- Set-up plot jobs and print large format sublimation prints for heat transfer
- Large format set-up
- Paper goods and services
- T-shirt Design
- Product Development/
Promotional Marketing

Photography

- Image Manipulation
- Photo Retouching
- Digital Photography
- Photo Restoration

Web & Multi Media

- Website Design
- CD cover Design
- Flash Animation
- Website editing and maintenance

Computer Skills

Proficient with both PC & MAC computer interfaces. Adobe Software: (Photoshop, Illustrator, Acrobat, InDesign, Dreamweaver & Flash), HTML & CSS, Microsoft Software: (Expression Web, FrontPage, Word, Excel, Power Point, Outlook), Corel Draw, Wasatch SoftRIP.

References available upon request.