

CLAIRE HERNDON



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claireherndon.com

PROFILE

Excellent people skills, organizational expertise, the ability to learn on the fly, a professional graphic designer since 2008 - and a smile.

SKILLS

- Written and verbal communication
- Customer service
- Creative thinking
- Problem solving
- Adobe Creative Suite familiarity
- Marketing knowledge
- Attention to detail
- Time management

EXPERIENCE

FREELANCE DESIGN/EDITORIAL/WRITING SERVICES

2008-present

- Design for and update social media platforms, including comment moderation and usage monitoring
- Write copy for print and web, including promotional text for company websites and descriptions
- Create logos, promotional materials, branding packages, and more, working closely with clients to perfect

LIBRARY/MEDIA

Conroe Independent School District

2015-2018, 2021-2023

- Design library promotional materials, create engaging displays
- Assist students with library database system, conducting research, and use of technology
- Process and circulate library materials, process and shelve books, organize materials and technology

FRONT DESK RECEPTIONIST

Strike, LLC

2018-2020

- Greet visitors and respond to inquiries from the staff and public, as well as screening visitors arriving without appointments
- Create company-wide emails and in-house promotional materials

EDUCATION

BACHELOR OF ARTS - DESIGN

Savannah College of Art and Design
2013-2015

BACHELOR OF ARTS - DESIGN

St. Edward's University
2010-2013