

## **ELIZABETH NAYLOR**

(248) 877 8250

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### **EDUCATION**

Degree: Bachelor's of Fine Arts

Major: Graphic Design

The Art Institute of Michigan, Novi —2017

### **CURRENT EMPLOYMENT**

#### **FREELANCE GRAPHIC DESIGNER — APRIL 2020 TO CURRENT**

Working with various clients to produce branding materials, createlogos, business cards, as well as copywriting for customer engagement, slogans, taglines, etc.

#### **ADMINISTRATIVE ASSISTANT — MARCH 2021 TO CURRENT**

Levy & Associates, Inc. (Tax Resolution Firm)

Case management through communication with power of attorneys, accountants, management, clients, owner, reception, fellow administrative assistants, IRS agents, state government agents, via text, call, email, fax, letter.

Legal documentation preparation, completion, and submission. Screening potential new clients, guiding current clients through the various processes.

### **EXPERIENCE**

#### **GRAPHIC DESIGNER — DECEMBER 2018 TO MARCH 2020**

Driven Creative Supply Co., Pleasant Ridge, MI (Advertising Agency)

Worked with the creative and account team to produce original content for various clients, including but not limited to: logos, web banners, web sites, email blasts, print brochures, social media ads (FB, TW, IG), posters, banners, trade show booths. Learn to collaborate as well as compete with other designers.

#### **GRAPHIC DESIGNER — OCTOBER 2017 TO AUGUST 2018**

MyLocker, Detroit, MI (Custom Apparel and Merchandise)

Worked within the design department, completed daily, weekly, and monthly tasks. Created, scheduled, and tracked engagement of social media content for multiple brands. Primarily worked in digital design, including but not limited to: email blasts, social media ads (FB, TW, IG), web banners, post copywriting.

#### **GRAPHIC DESIGN INTERNSHIP — JANUARY 2017 TO MARCH 2017**

Driven Creative Supply Co., Pleasant Ridge, MI (Advertising Agency)

Worked with the creative team on various clients, using Adobe Illustrator, Photoshop, and InDesign.

Checked in regularly with other departments, as well as CEO and supervisor regarding work and progress. Advanced digital, print, and presentation skills.