

LISE BJORCK *Creative / Remote / Graphic Design*

Providence, Rhode Island | 805.709.4490 | lisebjorck@gmail.com | [linkedin.com/in/bonafidegraphicdesign](https://www.linkedin.com/in/bonafidegraphicdesign)
<https://lotte.design/>

Skills Summary

Creative operations leader with 10+ years managing end-to-end creative workflows, team coordination, and multi-channel campaign delivery across print, digital, and experiential platforms. Proven ability to establish operational systems, manage traffic flow, and ensure brand consistency while balancing multiple stakeholders and complex deliverables. Expertise in Adobe Creative Suite, project management tools, and cross-functional collaboration with marketing, production, and design teams. Strategic thinker who thrives in fast-paced environments, driving efficiency and quality from concept through execution.

CORE COMPETENCIES

Creative Operations: Workflow Management • Creative Traffic • Project Intake Systems • Production Planning • Schedule Management • Quality Assurance • Operational Reporting

Technical Proficiency: Adobe Creative Suite • Microsoft 365 • SharePoint • PowerPoint • Frame.io • Project Management Software • Digital Media Production • Brand Governance

Leadership & Collaboration: Cross-Functional Partnership • Stakeholder Alignment • Team Coordination • Vendor Management • Change Management • Process Optimization

Experience

Marks SGS Co, LLC *Providence, RI*

Office Manager/Project Assistant, June 2024-Present

- Manage creative approval workflows using Frame.io, coordinating with remote photography teams to ensure brand consistency and quality standards across all CVS product photography
- Create weekly PowerPoint presentations and Keynote decks for vendors, photographers, and studio artists, establishing clear production schedules and deliverable timelines
- Coordinate with multiple vendors to source samples, troubleshoot issues, and maintain production flow, demonstrating understanding of client brand strategy and project objectives
- Track monthly expenses and manage operational reporting, providing visibility into resource allocation and budget management

- Organize and support the proof process of photography against vendor briefs and client standards, ensuring brand compliance and governance across all assets

Bonafide Graphic Design / Lotte.Design California & Rhode Island

Graphic Designer, consultant January 1993-Present *on going*

As an experienced graphic art professional, I've dedicated my career to providing innovative solutions and creative concepts to a diverse clientele. Proficient in Adobe Creative Suite, I excel in crafting print and digital assets, layouts, and videos across various industries. Delivering services that include print advertising, brand identity, social media, using MacOS or PC systems. www.lotte.design

- Conceptualize, design, and produce print and digital assets for diverse clients and organizations: medical device manufacturing, music industry, film advertising, non-profits, artists, small businesses, real estate, symphonies, restaurants, landscapers, government. Brochures, campaigns, internal communications, events, exhibition reports, and literature. Digital advertising, social media campaigns and email marketing.
- Photography of product, (and / or art direction) places, and people for digital, print and tradeshow. Retouch, collage, art direction and implementation of assets.
- Will create original art, illustrations, painting, photo collages, for editorial, key assets, digital and print. Including, retouching, repurposing of assets, including stock imagery.
- Brand enhancement and or creation of brand and brand guidelines for wide variety of businesses, their product, services, and all aspects of branding, including packaging.
- Print layout, pre-press files and production of brochures, event programs, posters, packaging files and trade-show materials. Design, production and publishing of books.
- Collaborate with inhouse and remote teams, photographers, writers, artists, towards best solutions.
- Establish lasting relationships with vendors and industry professionals. www.lotte.design

American Academy for Addiction Psychiatry Providence, RI

Project Coordinator -contract/nonprofit/remote, September 2023-January 2024

- Assist and support co-director of Opioid Response Network
- Created onboarding presentation for new consultants using Articulate/Storyline
- Developed report templates in Qualtrics for ongoing surveys.
- Transcription and editing of audio files using OneNote and Happy-Scribe.

Connecting for Children & Families Woonsocket, RI

Administrator Assistant/ Receptionist -contract/nonprofit, freelancing Graphic Design. January 2023 – September 2023

- Assisted & supported Director of Programs and Executive Director.
- Filled in for receptionist, answered calls, took messages.
- Managed purchasing and tracking of purchases for accounting.
- Scheduled, attended, and prepared board minutes for Executive Director.
- Organizing of onboarding documents for quick and convenient use by departments.
- Handled background checks: DCYF and BCI.
- Tax Preparer: handled tax returns, data entry, and client interactions.
- Recruitment services: Phone contact, data entry and appointments

Baywood Inn Los Osos, CA Los Osos, CA

Inn Keeper, Hostess and assistant manager, while freelancing Graphic Design. June 2019 - June 2020

- Various Duties in Accommodation Facility:
- Handling reservations, greeting guests, trouble shooting.
- Coordinating housekeepers, entertaining guests, created slide shows in the lobby of local attractions
- Performed end of day night audits.

Colorcraft Printing Atascadero, CA

Front Desk customer service / graphic design & production, January 2017- Jan 2018

- Design and pre-flight of customer files.
- Pre-press production of packaging, flat designs for lithography, digital, custom bindery services.
- Front Desk facing, phone, email, customer service.
- Assisting with requests and customer orders and needs.

Betula Productions Atascadero, CA

Graphic Design Boutique, Proprietor, September 1993- August 2012

After leaving Los Angeles, I engaged with a wide range of local businesses on the Central Coast of California, a heavily visited tourist popular area. With many small businesses and ties to San Francisco and or Los Angeles.

- Design, illustrations and production for local events on Central Coast.
- City events merchandise design and production for San Luis Obispo NPR station and local symphony
- Illustration and designs for Morro Bay Harbor Festival on going.
- Art direction and design of brochures and advertising for shopping mall Marina Square.
- Art direction and design of website, print and advertising for Specialty Silicone Fabricators.
- Design and pre-flight of customer files.

Film Advertising Los Angeles, CA

Seiniger Advertising / Intralink Design / Frankfurt Gibs and Balkin, Los Angeles, CA 1984-1993

As an Art director for the film business, my focus was with creating key art - poster campaigns, that covered all print, TV, trailers, standees and industry magazines. The work covered projects starting with scripts before the film was complete, and all other timelines imaginable. I worked with FGB for 5 years, before leaving for personal reasons related to events in Los Angeles.

Most of these agencies have dissolved, however I have contacts that can confirm my years and contribution to a changing industry.

- Attended client meetings communicating needs with internal teams to ensure our understanding of audience, genre, and legal concerns met writers, producers and studio expectations
- Contributed original concepts, title designs, photo direction, copy exploration, keeping in mind who would be photographing, or illustrating the final artwork.
- Attended photoshoots, to ensure the stars, and studio representatives were inline with what was being covered, for media, different campaigns and later use of assets
- Communicated concepts with tight sketches and color renderings or photo illustrations to photographers being flexible to accommodate limitations in real time.
- Retouched original finals when needed
- Coordinated key art with trailer development ensuring use of title and copy supports print campaign
- Designed and directed comprehensive dimensional standee comps based on key art assets
- Oversaw press proofs keeping production team close at hand

Education

Los Angeles Pierce College / Associate of Arts / 1981

A European transplant: I pursued music, art, language, science.

Art Center College of Design / Bachelor of Arts / 1984

Accepted into the Commercial Arts department, the industry morphed, and I received a dual degree, with equal emphasis on graphic design & illustration.

A decade in the film poster and marketing industry in Los Angeles followed.

Certifications

Word Essential Training Microsoft 365 • Excel Essential Training Microsoft 365 • PowerPoint Slide Design

Makeover • Project Management Simplified • Statistics Foundations 1 The Basics • Statistics Foundations 2 Probability • Package Design Project Paperboard Food Packaging • Canva Essential Training • Figma for UX Design 2021