

Liselotte Björck

Graphic Designer with Administrative Expertise.

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Summary

Professional Summary/ Career Qualifications

Service-minded creative professional with 10+ years of experience in graphic design, for digital & print platforms, using Adobe Creative Suite. Experience with agencies and as an independent contractor. Familiar with administrative duties, data entry, teamwork and customer service. Dedicated professional with strong multitasking abilities. Enhancement of customer experiences by employing service-oriented behaviors, understanding client needs, and providing customized solutions to build loyalty. Looking for an opportunity to learn and grow within an established company.

Skills and Strengths

- Strategic Organizational advancement
- Logistics planning and clear communication
- Entrepreneurial, curious, and driven
- Relationship management and confidentiality
- Proficient in Graphic Design; Art Direction, Brand Design, Print Production (packaging and flat) Office 365, PowerPoint, Excel, OneDrive, Articulate, Canva, Adobe Creative Suite: Photoshop, InDesign, Illustrator, Acrobat, After Effects. Some Figma, XD.
- Languages: Conversant in Spanish, French, Swedish and Danish.

Experience

Project Coordinator- contract non-profit

American Academy for Addiction Psychiatry

Sep 2023 - Jan 2024 (5 months)

- Assist & 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 HappyScribe.
- Organized and manipulated Excel Sheets using concatenate and pivot files.

[Adobe Creative Suite](#). [Google Docs](#). [Canva](#). [Articulate/Storyline](#). [Articulate](#). [SharePoint](#). [Excel](#). [Qualtrics](#).

Graphic Designer | Art Director

Lotte.Design - Bonafide Graphic Design

Jan 1993 - Present (31 years 1 month)

- Conceptualize, design, and produce print and digital assets for diverse clients and organizations; music industry, manufacturing, non-profits, artists, small businesses; symphonies, restaurants, salons, landscapers, government.
- Photography of product, places, and people for digital, print and trade shows.
- Create original art, illustrations, paintings, photo collages, for editorial, key assets, digital art and traditional use.
- Brand enhancement and or creation of brand and brand guidelines for wide variety of business.
- Print layout, pre-press files and production of brochures, event programs, posters, packaging and trade-show materials. Books; kindle direct publishing, B&N Press, Ingram Sparks, Lulu and others.
- Website building and maintenance, application of organic SEO.
- Collaborate with photographers, writers, artists towards the best solutions for clients.
- Establish lasting relationships with vendors and industry professionals. <https://www.lotte.design/>

[Adobe Creative Suite](#). [Google Docs](#). [Canva](#). [Articulate/Storyline](#). [Articulate](#).



Administrative Assistant - contract – non-profit

Connecting for Children & Families

Jan 2023 - Sep 2023 (9 months)

- Assisted & supported Director of Programs and Executive Director.
- Scheduled, attended, and prepared board minutes for Executive Director.
- Organize onboarding documents for quick and convenient use.
- Handled background checks for DCYF and BCI.
- Managed purchasing and tracking of purchases for accounting.
- Tax Preparer: handled tax returns, data entry, and client interactions
- Recruitment services: handled intake, tax preparation in person and remotely

[Adobe Creative Suite](#). [Google Docs](#). [Canva](#). [VITA](#).



Graphic Design/ Production

ColorCraft Printing

Jan 2017 - Jan 2018 (1 year 1 month)

- Assisted customers with requests and custom needs.
- Preflight checks of customer files, packaging, flat as needed, for lithography, and digital output.
- Assisted in Bindery.
- Organized and updated filing systems and internal processes.

Print and Production. Lithography and Digital. Bindery. Customer Service intake of orders. Organizational.

Production Manager / assistant artist

Posson Sculpture

Jan 2001 - Jan 2014 (13 years 1 month)

Assisted client partner manage & meet deadlines, established vendors to assist.

- Established and maintained rapport with collectors and clients worldwide.

Foundry Work. Chasing Wax. Clay work Sculpting. Adobe Creative Suite. Photoshop. Art Direction.

Education

Northern Rhode Island Career Academy



ArtCenter College of Design

Graphic Design and Illustration

Skills

Adobe Creative Suite • Adobe InDesign • Adobe Photoshop • Adobe Illustrator • Graphic Design • Art Direction • Layout Design • Print Design • Social Media Marketing • Concept Art