

LISELOTTE BJORCK *GRAPHIC DESIGN / ADMINISTRATIVE SUPPORT*

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[linkedin.com/in/bonafidegraphicdesign](https://www.linkedin.com/in/bonafidegraphicdesign).

Skills Summary

Service-minded creative professional with 10+ years of experience in graphic design, for digital & print platforms, using Adobe Creative Suite. Experience with agencies as an independent contractor. As an experienced graphic art professional, I've dedicated my career to providing innovative solutions and creative concepts to a diverse clientele. I excel in crafting print and digital assets, layouts, and videos across various industries.

Dedicated professional with strong collaborative multitasking abilities; logo design, social media, and production of a variety of print and digital assets including but not limited to, brand identity, corporate collateral, website graphics, packaging, digital ads and PPT presentations.

- Strategic organizational advancement
- Logistics planning and clear communication
- Entrepreneurial, curious, and driven
- Relationship management and confidentiality
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Adobe Creative Suite. Microsoft 365. Google Docs. Canva. Articulate. SharePoint. OneDrive. Excel. Print Production. Excel. PowerPoint. Photoshop. InDesign. Illustrator. Acrobat. After Effects. Art Direction. Brand Design. Print and Digital Production. Advertising. Social Media.

Experience

Bonafide Graphic Design / Lotte.Design *California & Rhode Island*

Graphic Designer, consultant January 1993 – January 2024

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.

- Conceptualize, design, and produce print and digital assets for diverse clients and organizations: Music industry, manufacturing, non-profits, artists, small businesses, real estate, symphonies, restaurants, landscapers, government.
- Photography of product, places, and people for digital, print and tradeshows.
- Create original art, illustrations, painting, photo collages, for editorial, key assets, digital and print.
- 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 and production of books; kindle direct publishing, eBooks, Amazon publishing, Book-Baby.
- Collaborate with 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.
- Organized and manipulated Excel Sheets using concatenate and pivot files.

Connecting for Children & Families

Woonsocket, RI

Administrator Assistant/ Receptionist -contract/nonprofit, September 2023-January 2024

- 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, June 2019 - June 2020

- Various Duties in Accommodation Facility:
- Handling reservations, greeting guests, trouble shooting.
- Coordinating housekeepers, entertaining guests.
- Performed end of day night audits.

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Colorcraft Printing Atascadero, CA

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

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

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 Art and Graphic Design. Graphic Design & Illustration.

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