

Providence, RI 02909 / 805-709-4490 / lbjorck97@gmail.com

Professional Summary/ Career Qualifications:

Service-minded creative professional with 10+ years of experience in graphic design, for all digital & print platforms, including banners, dynamic presentations, using Adobe Creative Suite. Experience both with agency work and as an independent contractor. Skills include concept, design, art direction, production & collaboration using systems thinking, storytelling, proposals, and presentations for internal and or external businesses & agencies. Areas of additional experience; graphic design, art direction, print production.

Skills and Strengths

- Brainstorming design and marketing concepts and presenting professionally to teams or clients.
- Strong business acumen to ensure creativity aligns with strategic goals of department or client.
- Emotional intelligence practiced, keeping the user/customer and client experience in mind.
- Typography, logo design and creative font and exploration of copy and its application.
- Market research, brand development and branded communication.
- Professional grasp of photography for product, places and persons using a variety of lenses.
- Illustration skills, both traditional rendering and Adobe illustrator skills, to best render ideas and concepts for presentations and creation of finished assets.
- Adobe design software, adept in using InDesign, Photoshop, Illustrator, Acrobat, Premier & After Effects amongst other Adobe apps (+ other software) that are continuously explored.
- Effective communication, team collaboration and active listening: Innately sensitive in identifying and encouraging strengths in others, demonstrating support and cooperation.
- Strategic solutions & time management: Participation in actively improving processes & methods.
- Digital Literacy, using dual screens; using Mac/PC, Microsoft, and Adobe Creative Suite.
- Languages: Conversant in Spanish, French, Swedish and Danish.

Professional Experience

Lotte.Design Self Employment – Providence, RI & Atascadero, CA 01/1993 to Current
Graphic Designer

- Concept, design & production of print and digital assets for a wide range of clients.
- Photography of medical device silicone extrusion for tradeshows, print and digital.
- Photography at events and for use in real estate.
- Original art, paintings, collages, and Illustrations for editorial use and for events
- Enhancement or creation of branding for artists, writers, landscapers, catering business, medical device manufacturers and others, Typography, and logo development.
- Print preparation and production of all files for clients.
- Website building and maintenance, application of organic SEO; using Wix.com (+others)
- Collaborated with photographers, writers, artists towards the best solutions for clients.
- Establish lasting relationships with vendors and industry professionals.

<https://www.lotte.design/>

Providence, RI 02909 / 805-709-4490 / lbjorck97@gmail.com**Connecting for Children & Families** – Woonsocket, RI 01/2023 to Current***Interim Office Manager & Administrative Assistant***

- Assist & Support Director of Programs and Executive Director
- Scheduled, attended, and prepared board minutes for Executive Director
- Organize onboarding documents, facilitating the process for quick and convenient use.
- Handled background checks for DCYF and BCI.
- Purchasing and tracking of purchases for accounting.
- Exploration and implementation in updating of Employee Guide
- Conceived and assisted with an art related activity for event.

Tax Preparer for VITA (Volunteer Income Tax Assistance)

- Handled intake and preparation of tax returns in person and remotely.
- Assisted clients with their returns and finding ways of saving them money.
- Data entry of confidential information.
- Scheduled appointments, make confirmation calls, and answer client questions over the phone and in person.

Baywood Inn Los Osos, CA 2019 to 2020***Inn Keeper and Hostess*** – interrupted by Covid

- Delivered exceptional guest services, Managed reservation database, supervised staff.

Colorcraft Printing Atascadero, CA 2017 to 2018***Customer Service / Production and Design*** – interrupted by illness, continue freelancing

- Assisted customers with requests and custom needs. Communicated to production.
- Offered graphic design services when needed.
- Production, and preflight of customer files; review of files. Correction and rebuilding of files in preparation for press.
- Organized and updated filing systems and internal processes.

Posson Sculpture Atascadero, CA 2001 to 2014***Production Manager / Sculptor***

- Assisted client partner manage & meet deadlines, established vendors to assist.
- Established and maintained rapport with collectors and clients worldwide.

Education**Northern Rhode Island Career Academy** Woonsocket, RI 09/2022***Workforce Development Program funded by DLT***

- Certificate of Completion; Customer Service, Banking, Call Center, Sales, Digital Literacy
- NorthStar Certifications: Word, Excel, PowerPoint.

Art Center College of Design Pasadena, CA***Graphic Design and Illustration***

- Bachelor of Arts; Graphic Design & Commercial Illustration