

MARGARET CIOCH

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MCJPGS.COM

Seeking Position as a Graphic and /or Web Designer

Skills

- Graphic design: magazines layout, brochures, posters, presentation boards and various stationery; working with vector graphics
- Web design: user flows, sitemaps, page layout, principles of responsive web design, assist in website publishing and SEO
- Social media profiles and pages: set-up, graphics, content strategy and schedule
- Editing of digital images, photography restoration

Applications

- Graphics and layouts: Adobe Illustrator, Adobe InDesign, Photoshop
- Web design: Adobe Muse, Xara Web Designer Pro, Weebly, WordPress
- Social media and e-commerce: LinkedIn, Twitter, Pinterest, Facebook
- Office 365, PowerPoint, Adobe Acrobat DC

Individual Competences

- Applying effectively photography to specific marketing concepts and messages
- Excellent visual design skills with sensitivity to user-experience and interaction

Professional Experience

06/2017 - 8/2019

Administrative Coordinator / Designer

[Pan-African Academy of Christian Surgeons](#)

- Design for print: magazines, posters, presentation boards, mailing cards, brochures and newsletters
- Online projects: updating file-based WordPress website with new digital assets and downloadable files, creating MailChimp templates and campaigns
- In the office: formatting commission documents, reports and PDF binders, designing customized PowerPoint presentations

10/2015 - 5/2017

Customer Service Specialist

[Bridge Printing & Promotional Products](#)

- Printing: preparing artwork to print on various promotional items
- Branding: keeping in line with existing brands standards, occasional new designs
- E-commerce: managing online store orders

04/2010 - 04/2015

Web Graphics Specialist

[Warm Blankets Orphan Care International \(Kinship United\)](#)

Promoted from internship in image editing to full time position in web design. Duties:

- Web designs: graphics, layouts and copywriting for company main site and collaborating websites for partners and contributors, assist in sites publishing & SEO
- Printed materials: brochures, newsletters, posters and mailing cards
- Photography: editing images, collages and visual effects, maintained image bank
- E-commerce catalog: assist in layout, maintained images, improved functionality

Related Education

- 04/2014 - 08/2014 **Managing Social Media Platforms Certificate**
William Rainey Harper College
- 04/2009 - 12/2009 **Computer Graphic Arts Certification**
William Rainey Harper College
- 09/1978 - 07/1985 **Master's Degree in Architecture**
Wroclaw University of Technology, Poland

Other Work History

2006 - 2009 **Administrative Assistant**
Caminiti Associates Incorporated / Arlington Design Center

- Administered corporate office
- Helped as designers showroom customer interface
- Participated in showroom events preparation
- Managed direct mailing and data entry

1999 - 2006 **Office Manager**
Wood Structure Incorporated

- Managed bookkeeping and administrative duties
- Prepared payroll and tax reports
- Maintained accounts payables and receivables
- Managed direct mail marketing and advertisement

1994 - 2006 **Self-employed**
D.B.A. Office Patrol

Freelance office, and direct mail marketing help offered to small businesses:

- Bookkeeping and administrative duties
- Prepared payroll and tax reports
- Maintained accounts payables and receivables
- Managed direct mail marketing and advertisement