

RILEY MIMS

GRAPHIC DESIGNER/ WEB DESIGNER

🌐 rileysportfoilo.com

📧 rileymims.work.com

SKILLS

- Graphic Design
- Adobe Creative Suites- Illustrator, Lightroom, Photoshop, InDesign, Dreamweaver, Adobe Spark
- Branding
- Photography
- Videography
- Marketing
- Social Media Management
- Social Media Content Creation
- Canva
- Web Design
- HTML ,HTML5 & CSS
- JavaScript & jQuery
- WordPress/ Telementor
- PC /MAC
- Computer Skills
- Computer Proficiency
- Trouble Shooting
- Problem Solving
- People Skills
- Microsoft Suites
- Google Suites

EDUCATION

AAS DESIGN FOR WEB AND PRINT

Pellessippi Community College

- Top of Design Class/ Merit Award
- Deans List
- Graduated Suma Cum Laude
- Secretary of NSLS

CERTIFICATE IN WEB PAGE AUTHORING

Pellessippi Community College

HIGH SCHOOL DIPLOMA

William Blount High School

- Vice President of Skills USA State
- Honor Roll

PROFILE

A graphic/ website designer who brings expertise and pride into their digital creations. An expert creative and detail-oriented designer with advanced skill level and experience in various mediums. Who possess a great understanding of both the design and marketing sides respectively. With experience releasing/coordinating marketing campaigns and events. I'm always willing to learn skills or step up to challenges with a smile.

EXPERIENCES

National Partitions - Marketing Director/Graphic Designer (6 months- current)

During my time as a Marketing Director/ Design Specialist at a modular construction company, National Partitions, which builds prefabricated office rooms. The created content consisted of print media, online, and social media. I would organize each content piece with the CEO to make marketing campaigns run smoothly. Working closely with the sales team, I coordinate pieces for a specific product. I also took video/ photos in the facility and on job sites where our prodct was.

- Coordinating marketing campaigns, social media campaigns, and company events.
- Designing and managing web, print, and social content for the sales team and company.
- Photography/ videography of employees, products, and job sites
- Traveling to job sites and asking customers about their experience. (getting testimonials).
- Managing company social media (Facebook, Instagram)
- Writing/ Description of our products.

National School Products - Graphic Designer/Marketing Coordinator (3 years)

Graphic Designer and Marketing Coordinator at National School Products. I created flyers, certificates, and catalogs for our products to be distributed and sold. I learned how to use aesthetic design as a marketing tool towards audiences. While also taking on managing roles while employed.

- Creating, designing, and managing web content for company site(Banners, Products, Sales, Ecommerce).
- Payroll
- Packing, sealing, and shipping products.
- Coding and troubleshooting website .
- Make product graphics and creating catalogs for mass distribution .
- Coordinating sales, specials, social media, and discounts online.

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QUALITIES

- Willing to Learn
- Efficient
- Diligent
- Professional
- Proactive
- Creative
- Dedicated
- Organized
- Team Orientated
- Positive
- Disciplined
- Adaptive
- Hardworking
- Team Player
- Social
- Helpful
- Compassionate
- Positive
- Intelligent
- Open-Minded

REFERENCES

MEAGHAN LEIGH EMIG (4 YEARS)

(865)-274-3710

DAVID TARVER (4 YEARS)

(865)-724-7586

JOHN FISHBACH (6 YEARS)

(865)-805-3579

JORDAN CONLEY (6 YEARS)

(865)-705-7143

Alder&Co - Graphic Design Intern/ Partime (6 Months)

My college internship at the Online Marketing Alder&Co was perhaps my biggest learning experience. I worked on brands from different backgrounds such as Ascension Healthcare, Bars, Distillery, Schools, and Non-profit-Organizations. My brand design skills in both online and print were strengthened and sharpened here.

- Worked with the Ascension Healthcare Brands and Sub-Brands
- Designing print online content for company clients(Flyers, Templates, Social Media, Posters)
- Concepting and coming up with content ideas both on and offline
- Branding and following client brand guidelines
- Working in a fast paced team setting, with good communication skills

Visual Voice - Graphic Design Intern (1 Year)

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ACOMPLISHMENTS

April. 2022

Awarded with Media Technologies Design For Web and Print Award of Merit

Nov. 2021

Induction to the Pellissippi State Community College to the National Society Leadership and Success

Aug. 2021

Pellissippi State Community College nomination into the National Society of Leadership and Success

Feb. 2021

Induction to Pellissippi State Community College to Phi Theta National Honor Society.

Feb. 2020

On the Dean's list with a current GPA of 4.0

Feb. 2019

Placing 3rd place in State Digital Design Videography Competition