

Atlanta, GA

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hallpenn.com

Brevard College, Brevard North Carolina

graduated 2006

Bachelor of Arts in English, emphasis in Creative Writing

- print design
- web design
- page layout
- branding
- photo editing
- email marketing
- copy editing
- proposal coordination
- Photoshop
- Illustrator
- InDesign
- QuarkXPress
- Microsoft Office
- HTML
- CSS
- Lotus Notes

Marketing specialist and graphic designer with experience in proposal writing, ad writing, team coordination, and graphic design. Experienced with pre-press and production of printed materials. Accustomed to deadline and results-driven environments. Clients have included U.S. Army, Genentech, and various Fortune 500 companies. Experience in chemical, construction, engineering, service, and power industries worldwide.

Chattahoochee Nature Center Roswell, GA

06/2010 - 06/2011

- Planning all marketing plans including email, social networking, blogging, and website
- Design and editing of advertising, websites, and all marketing collateral
- Copywriting for all marketing communication

Fluor Greenville, SC

08/2008 - 06/2010

- Edit and assemble business proposals and qualification documents
- Lead a team of designers, desktop publishers, and editors
- Work on domestic and international efforts in engineering, power, and construction fields
- Coordinate production of executive summaries and presentations

Camp Carolina Brevard, NC

10/2007 - 7/2008

- Design and editing of advertising, websites, and all marketing collateral, including videos
- Maintenance of all company IT resources.

Emtypile Alpharetta, GA

3/2007 - 9/2007

- Designed print and web ads, and websites
- Copywriting

Michael Reinsch Design Eatonton, GA

9/2006 - 2/2007

- Designed books, advertising plans, and ads for a wide range of clients
- Copywriting