

Stephanie Wolf | Graphic Designer

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I am seeking new opportunities as a graphic designer to use my creativity and talent to work with clients to develop their visions and ideas. My extensive experience has given me the opportunity to work with various professionals, and directly with clients, proving my ability to adapt well and design for a variety of projects and mediums. I am extremely adept at juggling multiple design projects while managing vendor relations, project schedules, and anything in between.

Experience:**Freelance –****September 2009**

- GoodNewsIsNews.com - Designed the logo and banner graphics for this news and coupon website that provides only positive and fun stories, as well as valuable coupons.

**The Creative Group – Mclean, VA
Senior Graphic Designer (Contractor)****March 2009 – July 2009**

- ENC Marketing - Logo design for a high profile pro-bono client to kick-off their new marketing campaign. Finalized layouts for company collateral and client materials, including posters, data sheets, and flyers.
- Harding Security Associates - Created presentation materials, flyers, and photomontages for wall displays at company headquarters.

**Expert Choice, Inc. – Arlington, VA
Creative Lead/Designer****April 2008 – Feb. 2009**

- Responsible for all marketing products and creative collateral company-wide, and for all methods of communication in support of the company's main software products.
- Led a rebranding effort to convert the company's existing identity and updated all supporting materials, including the new company brochure, slick sheets, product brochures, email advertisements, newsletters, product logos, website, and Flash animations. (The designs were integrated with the existing color palette and logo, which the company wished to keep).
- Worked closely with the marketing and product managers, sales team and public relations consultant to devise campaigns and develop new materials conveying product value for existing customers, and attraction of new customers, using methods such as special offer announcements and invitations to company webinars and events, using an email blasting and tracking tool.
- Managed and maintained the overall library of resources for employees, supervised the customer support rep on updates to customer web forms, and tracked customer statistics results from email hits.

**Booz | Allen | Hamilton – Mclean, VA
Senior Graphic Designer/Senior Consultant****Oct. 1998 – April 2008**

My experience at Booz Allen spanned across many internal teams and external client-sites, where I worked with small and large teams of consultants, and often one-on-one with clients, to assess and outline project needs. The following is broken out by team and project/client(s).

**Strategic Communications Team -
Air Force Financial Management Team (2007 – 2008)**

- Worked on a communications team in support of the Air Force to design materials conveying the messages of the Air Force Transformation Team's Financial Management Office. Traveled to the Pentagon frequently to meet with the client to best maintain his goals and visions.
- Ensured brand consistency in the development of new products such as brochures, posters, and presentation materials, using established and newly created themes. Coordinated with the client and

internal Booz Allen team to identify needs for additional communication products and outreach for future events.

- Handled vendor relations and scheduling for outsourced production.

Department of Defense, Personnel & Readiness Information Management Office (2005 – 2007)

- Worked on-site with a large team of Booz Allen consultants creating communication and outreach products for the P&R IM stakeholders and DoD-wide. Designed brochures, posters, presentation materials, newsletters, and website graphics.
- Provided consistent product design and delivery in conjunction with client specifications obtained by regularly working with the clients to determine and identify areas for new product development, while managing and maintaining regularly used materials.
- Worked regularly with an outside vendor for production of presentation materials and brochure printing.

Organizational Change, Learning Team (2003 – 2005)

Clients Included: FBI, CIA, Coast Guard, Air Force, Army, National Guard, EPA, Department of Homeland Security, National Institute for School Leadership

- Handled concept and design for distance learning and training materials, working with project managers, instructional designers, and developers to design, review, and analyze storyboards, and create design solutions for course content.
- Created web-based training courses combining design and information architecture to assist clients with the organization and layout of content to be delivered in a meaningful and comprehensive way.
 - Provided cross-functional concepts for web-based and classroom training, and synchronized project scheduling to manage development stages.
- Managed and created assets such as web-based graphics and layout, print materials, and Flash animations.

Information Technology Team (2000 – 2003)

Clients Included: National Guard, Booz Allen company Aestix, LevelSeas

- Primary work was for the National Guard client, developing a series of on-line training courses to be run through a content management system distributed to the Guard's training centers.
 - Designed and organized course content in conjunction with course developers, and used a content management tool to build the courses.
- Provided support for other clients designing posters, presentations, web graphics and proposal briefing designs.

National Security Team (1998 – 2000)

Clients Included: CIA, NRO, NGA

- Designed print materials such as training manuals - layout and language conversion, brochures, presentations, and proposal support (mostly in the secret environment).
- Coordinated print schedules and language translation documentation.

Electronic Data Systems (EDS), Herndon, VA

Recruiting Coordinator, Staffing Team

Oct. 1996 – Oct. 1998

- Eastern Region Advertising Coordinator for brochures, newspapers and other publications for the Eastern Region Staffing events. Worked closely with corporate advertising to choose and arrange ad designs. Organized scheduling of all events for group of 50+.

Education:

BA, Studio Art, George Mason University - Fairfax, VA, 1995

Software:

Current Adobe Suite: Photoshop, Illustrator, InDesign, Flash, and Dreamweaver

QuarkXpress

Microsoft Office Suite