

KRISTIN HAWKINS

GRAPHIC DESIGN + MULTIMEDIA

PROGRAM KNOWLEDGE

Adobe Photoshop
Illustrator
InDesign
Muse
Premiere Pro
After Effects
Media Encoder
Dreamweaver
Lightroom

Articulate Storyline

Microsoft Word
PowerPoint
Excel

Google Analytics
AdWords
Docs
Sheets

SKILLSET

Graphic Design
Web Design
Branding
Video Editing + Motion Graphics
eLearning Development
Presentation Design
Photography + Photo Editing
User Interface + App Design
Print Ads
Print Collateral
Digital & Print Signage
Social Media Ad Campaigns
Email Marketing

STYLE

Asks Questions
Plans in Advance
Finds Solutions
Works Well With Others
Loves the Process
Brand Guides Advocate

EXPERIENCE

2019-PRESENT | WARD

My duties as **Graphic Designer** includes investor pitch presentation decks, social media graphics, print collateral, signage and billboard design, publication ads and direct mail pieces.

2018-2019 | HOUSTON SYMPHONY

As the **Graphic Designer**, I was responsible for print mail collateral, concert signage (both print and digital) at Jones Hall, patron facing PowerPoint presentations, brochures and campaign print materials. I also contributed to the PR team with videos for YouTube and TV; assets for Instagram, Twitter, and Facebook; email marketing campaign graphics and gifs for Google Display Ads.

2017-2018 | FLEXITALLIC

While in the position of **Marketing Coordinator**, I was responsible for creating tradeshow materials, literature, ads, banners, signage, and back drops. I was also responsible for maintaining the US and Canada websites for Flexitallic using their CMS, and for creating and maintaining the Flexitallic Group site, and Flexitallic Projects. I also managed, assisted with maintaining, and coordinated shipping of the FADU training units.

2014-2016 | FUEL.TECH (FORMERLY FUELFX)

After being transferred from admin to the creative team, I functioned as a **Multimedia Designer** for the eLearning and Video departments. I developed user interfaces and graphics for elearning courses, motion graphics for the video department, and icon and app design for the graphic design department on occasion.

2011-2014 | FUELFX

As the **Director of Operations**, I managed two admin associated in the day to day operations of the company. My responsibilities included accounts receivable and payable, payroll, human resources and new employee onboarding, purchasing, reception and general office management.

2010 | DS NEWS AND THE FIVE STAR INSTITUTE

As the **Creative Motion Director** I was responsible for all video projects (not including the daily livecast) for tradeshows and a commercial broadcast on the east coast.

2008-PRESENT | ASSORTED FREELANCE PROJECTS

I enjoy working on small freelance projects now and then, everything from medical illustrations, motion graphics and animations for charity events, logo design, presentation design, and websites.