

# Jamie Marks

(425) 420-8897 

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jamiemarks.com 

Seattle, WA 

## EDUCATION

**B.A., Washington State University**  
May 2017 | Graduated Cum Laude

### Majors:

Graphic Design

English

*Concentration in Rhetoric and  
Professional Writing*

## PROFESSIONAL SKILLS

Adapts quickly

Clear communication

Community development

Effective teamwork

Emotional intelligence

Flexibility and creativity

Project management

Quick learner

## TECHNICAL SKILLS

Graphic Design

Illustration

Art Direction

UX/UI Design

Writing and Editing

Proficiency Adobe InDesign,  
Illustrator, Photoshop, and  
Microsoft Office Suite

*References available upon request.*

## EXPERIENCE

### Graphic Designer, Jamie Marks, LLC

Seattle, WA | October 2020 – Present

- Designing solutions for clients that include branding development, print and digital design, web design, illustration, and other collateral.
- Ongoing management of multiple independent projects simultaneously. Supporting long-standing clients alongside my former employer.
- Developed disciplined time management skills and self-motivation to meet demanding deadlines and exceed client expectations.
- Collaborated with companies spanning multiple fields, including but not limited to: Healthcare, Retail, Beauty, Nonprofit, Tech and Gaming.

### Graphic Designer, HR Creative Group

Seattle, WA | February 2018 – October 2020

- Acted as the lead designer on our team. Successfully worked on multiple simultaneous design projects, both independently and collaboratively with our other designers and editorial team members.
- Designed a wide variety of print and digital documents within client branding, ranging from one-page mailers to 200+ page complex interactive documents.
- Responsibilities also included web and UX design, writing and editing, illustration, and campaign branding development for a broad range of clients including Fortune 500 companies.

### Graphic Designer, Writer, and Account Executive

Appearances Marketing and Promotion

Moscow, ID | September 2015 – October 2017

- Account Management of clients in a variety of fields including hospitals, medical clinics, government and non-profit organizations, real estate, and retail stores. Planned and promoted client events.
- Designed beautiful print and digital materials to suit client needs, including advertising, event collateral, posters and mailers, and more.
- Wrote, edited, and published diverse materials including press releases, features on local businesses, and monthly newsletters.

### Administrative Assistant & Marketing Coordinator

Be The Entrepreneur Bootcamp, Palouse Knowledge Corridor

Pullman, WA | December 2015 – October 2017

- Collaborated in facilitating an intense five-day training for aspiring entrepreneurs. Developed brand identity, planned and promoted event.
- Wrote and published press releases and a monthly newsletter. Articles were about a broad range of topics focusing on the economics of the region. Distributed to local media and government organizations.

### Marketing Assistant, The Center For Civic Engagement

Washington State University | Pullman, WA | May 2015 – December 2015

- Developed digital and print materials within university branding, managed organization's multiple social media accounts, and assisted in website development. Worked on projects collaboratively and independently.
- Collaborated with a large staff and worked closely within a small team and interviewed and trained new teammates.