



# Elisabet Kirkland

## Graphic Designer



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etacheyDesign.com



Denver, CO

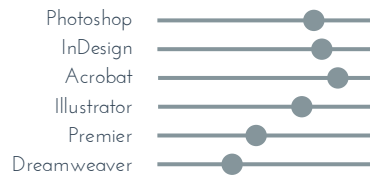
I am a multifaceted designer with almost two decades of in-depth, hands-on experience and training in graphic design (web and print), marketing, virtual/in-person events, and project management. Through this journey, I have gained the ability to quickly deliver idea-driven solutions that effectively communicate and engage, from concept to evaluation. All of this with an emphasis on the interpersonal relationships with clients, vendors, and workforce to establish a successful workplace.

### Expertise

Presentation Design | Publication Design  
Project Management and Facilitation | Process Development/Training  
Event Planning (Virtual/In-Person)  
Branding | Marketing  
Illustration | Photography

### Skills

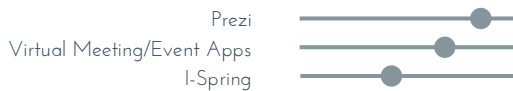
#### Adobe Creative Suite



#### Microsoft Office



#### Other



Design Theory | Problem-solving | Time Management | Coordination  
Communication | Facilitation | Organization | Adaptability  
Curiosity | Interpersonal Skills | Respect

### Education

08/03-05/05  
**Art Institute of Pittsburgh** [Certificate, Digital Design]

01/00-06/00  
**University of Leeds, U.K.** [Certificate, Foreign Studies]

08/98-05/02  
**Penn State University** [B.S., Geological Sciences]

### Experience

01/22-Present

#### Founder and Freelance Designer [etachey Design, CO]

Meet with clients in-person and virtually to determine design vision, scopes of work, budgets, and deliverable time frames. Create innovative design pieces and packages to elevate branding, training, marketing, and communication initiatives for use in print and electronic applications. Partner with external vendors for production. Execute design decisions and ensure client expectations are exceeded.

08/20-04/22

#### Training and Events Specialist [Employers Council, CO]

Designed and maintained training and event materials under brand guidelines. Coordinated all aspects of training, conferences, and special events, while maintaining and tracking a budget and supply inventory. Collaborated with leadership and staff to design job aids and marketing collateral as needed. Partnered with external vendors for production, event needs, and 3<sup>rd</sup> party resources. Trained and coordinated staff on virtual training platforms. Assisted Video Coordinator with internal audio and video recording.

01/17-08/20

#### Materials Manager [Employers Council, CO]

Led training design and event coordination team. Managed the in-house production center that serviced 5 offices. Lead designer for training and conference materials and brand coach. Coordinated and facilitated the annual training schedule with over 600 classes annually. Designed the annual training catalog. Trained staff on internal processes and logistics, both one-on-one and in groups. Collaborated with internal customers such as directors, trainers, administrators, and accountants. Partnered with external contacts such as printing companies, event AV coordinators, supply vendors, and copy writers.

02/07-01/17

#### Graphic Designer [(Mountain States) Employers Council, CO]

Designed marketing materials (print and web), publications, and training materials in accordance to organization's brand standards. Assisted marketing manager with event planning and annual budget development. Organized and led the committee to improve organization's training materials and material production process.

05/04-01/07

#### Communication Designer [Defense Group Inc., D.C.]

Designed publication and conference materials, animated and print informational graphics, security ID system, and digital images. Developed and assisted in the production of print and web materials for Federal defense agencies and contractors. Implemented corporate identity standards for company stationery and deliverables. Maintained production color laser printers and high-volume color laser projects including printing, cutting, and binding.