



Christi Lopez

GRAPHIC DESIGNER



DIGITAL SKILLS

Adobe Suite

Proficient:

- InDesign
- Illustrator
- Photoshop
- Acrobat DC

Working Knowledge:

- Dreamweaver
- XD

Microsoft

Proficient:

- Office 365 Suite

Working Knowledge:

- Projects

Web Knowledge

Proficient:

- HTML
- CSS

Working Knowledge:

- Bootstrap
- JavaScript

ADMINISTRATIVE SKILLS

Office

- ADA Compliance
- Customer Service
- Project Management
- Event Planning
- Organization

CONTACT

Email:

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ONLINE PORTFOLIO

mschristidesign.com

EMPLOYMENT

Graphic Arts Designer

State of Michigan, Department of Education, Lansing, MI

July 2017 - Present

- Design publications, displays, exhibits, signs, and other materials for graphic demonstrations and presentations
- Make preliminary determinations as to what materials, resources, and graphic art methods will be used for designing and making posters, exhibits, slides, bulletins, pamphlets, magazines, or other forms of graphic presentation
- Build and maintain office library of photo and vector assets
- Locate and select photos, stock photography or personal photos that are the best fit for print and web publication; edit and size photos to optimize visual interest for final products
- Create hand rendered illustrations and drawings as needed
- Assist office staff with the production of graphic materials
- Assist in accessibility and formatting of PowerPoint presentations for staff members
- Produce digital formats of needed information
- Provide technical assistance regarding software use to office staff
- Research and gather information to develop and enhance marketing materials
- Plan and illustrate concept by designing draft layout and obtaining feedback by requestor
- Prepare graphs, charts, diagrams, layouts and design formats for web and other electronic forms of graphic art presentation requiring interpretation of information
- Make preliminary determinations as to what materials, resources, and graphic art methods will be used for designing and making websites or other electronic forms of graphic presentation
- Research and implement new digital process & procedures
- Research new ideas for website designs and functionality while following ADA guidelines
- Problem solves with requesters on graphic production interpretation and presentation
- Maintains digital archive of images, photos, or other previous work products
- Research new software or design concepts utilizing best practices
- Serve as office Liaison to MDE ADA Coordinator
- Stay abreast of ADA standards and keep office staff informed of requirements



Owner, Graphic Designer

*Ms. Christi Design, Lansing, MI
July 2016 - Present*

- Translate ideas into specific graphic presentations, including designing publications, graphs, charts, diagrams, and other forms of graphic art presentation requiring interpretation of information
- Design publications, displays, exhibits, signs, and other materials for graphic demonstrations and presentations
- Locate and select photos, stock photography or personal photos that are the best fit for print and web publication; edit and size photos to optimize visual interest for final products; create hand rendered illustrations and drawings as needed
- Confer with clients and makes determinations as to what materials, resources, and graphic art methods will be used for projects
- Confer with clients to build business branding and brand guidelines, including logos, business stationery, forms, and complementary graphics

Departmental Technician

*State of Michigan, Department of Education,
Lansing, MI
March 2012 – June 2017*

- Provide graphic design support for state-wide school improvement conferences, workshops, and webinars, including designing and preparing graphs, charts, diagrams, slides, and publications and advertising for conference
- Make preliminary determinations as to what materials, resources, and graphic art methods will be used for designing and making publications, pamphlets, slides, and other forms of graphic presentation, confer with requesters and consult with printers in order to solve problems of graphic production interpretation and presentation
- Translate ideas into specific graphic presentations, including illustrations; prepare markups and drafts, and estimates of the time, resources, and materials needed to produce the desired products

Departmental Technician - Continued

State of Michigan, Department of Education

- Provide project management support for state-wide school improvement conferences, workshops, and webinars, including time-line creation and project task management in Asana
- Provide support and technical assistance for online school improvement reporting through AdvancED, provide guidance on legal requirements, respond to inquiries from Michigan Department of Education staff and external institutions; serve as a member of the User Acceptance Testing group to assist in the development and testing of new AdvancED deliverables
- Create and maintain office internet and social media pages – design, publish, and maintain web pages based on information provided by various office units

ADDITIONAL EMPLOYMENT

Administrative Secretary

*Lansing School District, Lansing, MI
November 2000 – March 2012*

Department Secretary

*Lansing Community College, Lansing, MI
November 1997 – November 2000*

EDUCATION

Lansing Community College

Lansing, MI

Associate in Applied Arts

Major: Graphic Communication

June 2014 – May 2017

Associate in Business

Major: Secretarial

June 1992 – May 1998

ADDITIONAL INFORMATION

- Strong verbal/written communication skills
- Seasoned graphic designer with four years of both print and web experience
- 25 years of experience in office administration and customer service
- Fast learner, adept at learning new software
- Experienced team leader