

# AMY HARRINGTON

[www.hrrngtn.com](http://www.hrrngtn.com)

345 16th Avenue, Unit C  
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206.227.6035

**TO:** Brooks Running  
**DATE:** December 27, 2018  
**RE:** Associate Graphic Designer

To Whom It May Concern:

I am contacting you regarding a position as Associate Graphic Designer at Brooks Running. I am proficient with a range of programs in the Adobe Creative Suite, including InDesign, Illustrator, Dreamweaver, Photoshop, and AfterEffects. Even though I am new to the graphic design industry, I have over 15 prior years experience in a professional design setting. My duties included working within budgets, schedules, and contracts in addition to managing and developing architectural drawings. I also lead and developed marketing strategies, social media presence, proposals, branding, and social media. It was this experience that exposed me to graphic design.

While I am currently freelancing for local small businesses to develop branding, logo, web and print design, my goal is to settle in with a design studio for full time employment. My current freelance project is a collaboration with local artist, Vaughn Bell, for a public art installation at the University of Washington campus in Tacoma.

My recent pre-production and print experience with a start-up magazine studio, A+U Publishing, has allowed me to participate in a full range of production skills such as layout, asset management and image adjustment. I also supported the marketing team by building in-house decks with brand assets to present marketing strategies. Additionally, I built infographics representing customer data.

My graphic design responsibilities for local cannabis brand, Van der Pop, included curation of photography and product information to create a print catalog for vendors and stockists. I also designed and managed digital assets and weekly email campaigns for customer outreach. Additionally, I created motion graphics for trade shows and social media while staying within brand guidelines. In support of the brand, I also designed print collateral and merchandise such as buttons, stickers, and printed post cards.

Professionalism is really important to me, which includes respect for my peers, coworkers, and clients. I'm organized, outspoken, and able to roll with most stressful situations. I love the creative process, which is rarely linear, but usually dictated and confined by a strict time-line.

I am a slow but enthusiastic runner, and would be excited to support the team at Brooks Running. I look forward to discussing future employment opportunities with you at your convenience.

Thank you for your consideration.



Amy Harrington

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## ABOUT ME

In addition to my 3 years of experience freelancing and contracting as a graphic designer, I have over 15 prior years experience in a professional design setting. I'm seeking to leverage my technical and professional expertise to grow in design and production roles in a creative environment.

## SKILLS

### Creative

- Carpentry
- Typography
- Illustration and sketching

### Project Management

- Estimates, bids, contracts
- Schedules
- Budgets, invoicing and billing

### Business Development

- Client communication and relations
- Resource tracking
- Hiring and interviewing

### Marketing

- Coordinated web content
- Social media
- Strategy
- Supported Sales with proposals

## SOFTWARE

Adobe Creative Suite:

InDesign, Illustrator, Photoshop, Dreamweaver,  
Acrobat, After Effects

MS: Outlook, Word, Excel, Project, Power Point

Mac OS & Windows proficient

## EDUCATION

Associate Degree, Graphic Design, 2018  
Seattle Central Creative Academy

Bachelor of Architecture, 1998  
Auburn University, Auburn, Alabama  
(5 year professional degree)

**References available upon request.**

## WORK EXPERIENCE

### NANOSTRING TECHNOLOGIES, SEATTLE, WA

Graphic Designer, Jan 2019 – Present

- Created environmental graphics, wayfinding and displays for trade shows and conferences
- Edited and managed photos for social media campaigns
- Reformatted scientific posters for print brochures and case studies
- Digital design for web, email and social media
- Power point decks for public facing and internal presentations
- Quality assurance for scientific publications for print production
- Scientific publications for company brand refresh for print and web
- Print and digital collateral for product launch at trade shows
- Layouts for print ads for domestic and international production

### A+U PUBLISHING, SEATTLE, WA

Graphic Designer, Aug 2018 – Oct 2018

- Layouts for production of high-end print magazine
- Developed social media campaign to support marketing team
- Asset management and image adjustment
- Assembled pitch decks and with brand assets for marketing team
- Built infographics to communicate customer data for advertising

### VAN DER POP, SEATTLE, WA

Graphic Design Intern, Apr 2017 – Sep 2017

- Created graphics and managed weekly outreach with email campaigns
- Layout for product catalog
- Motion graphics for trade shows and social media
- Editing files and dielines for product packaging
- Marketing materials such as product brochures and postcards

### CALLISONRTKL, SEATTLE, WA

Project Architect (Retail Studio), Dec 2014 – Sept 2016

### MAKE DESIGN STUDIO, LLC, SEATTLE, WA

Associate Architect, Jan 2014 – Dec 2014

### MALLET INCORPORATED, SEATTLE, WA

Senior Designer, Construction Project Manager, Oct 2008 – Jan 2014

### OLSON KUNDIG ARCHITECTS, SEATTLE, WA

Staff Architect, Feb 2006 – Oct 2008

### CHIHULY STUDIOS, INC., SEATTLE, WA

Designer (Fabrication Studio), Jun 2005 – Feb 2006

### J.A.S. DESIGN BUILD, SEATTLE, WA

Carpenter, Aug 2002 – May 2005

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## REFERENCES

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Miriam Larson, AIA, Owner  
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