



## MARCY SMITH

*graphic artist*

---

phone 814.207.3727  
MARCY.JAY@GMAIL.COM

---

268 WALNUT TREE LANE  
HOPWELL, PA 16650

---

MARCYJAY.COM

- SKILLS:**
- Web Design
  - Design Layout
  - Corporate Identity
  - Concept Development
  - Technical Illustration
  - Packaging Design

- TECHNICAL:**
- Adobe Illustrator
  - Adobe Photoshop
  - Adobe InDesign
  - Adobe Fireworks
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Excel

- EXPERIENCE:** JMG Systems, Hollidaysburg, PA  
Senior Graphic Designer, May 2014 — June 2016
- Design projects including website design, advertisements, brochures, corporate identity, sales slicks, signage, tradeshow graphics, infographics and other various promotional pieces
  - Communicate directly with client through project phases
  - Maintain professional and positive relationships with clients and vendors on a daily basis
  - Manage monthly retainer clients
  - Provide accurate project estimates and timelines for design and print production
  - Utilize multi-tasking ability with specific attention to detail in a fast-paced design atmosphere
  - Collaborate with team members to meet client deadlines
  - Organize and update project status and timesheets

Schoolwires, Inc., State College, PA  
Lead Designer, August 2012 — May 2014

- Approve creative team initial concepts prior to release to clients
- Lead and collaborate with team members to meet client deadlines
- Collaborate with management and other team leads to organize initiatives and deadlines
- Design custom websites for school districts and organizations across the world
- Create identities for school districts and organizations across the world
- Communicate directly with client through project phases
- Manage large-scale projects involving support staff
- Utilize multi-tasking ability with specific attention to detail in a fast-paced design atmosphere
- Lead and collaborate with team members to meet client deadlines
- Create instruction documents for website template designs
- Organize and update project status, approvals and timesheets

Schoolwires, Inc., State College, PA  
Web Designer II, April 2010 — August 2012

- Design custom websites for school districts and organizations across the world
- Create identities for school districts and organizations across the world
- Communicate directly with client through project phases
- Manage large-scale projects involving support staff
- Utilize multi-tasking ability with specific attention to detail in a fast-paced design atmosphere
- Collaborate with team members to meet client deadlines
- Create instruction documents for website template designs
- Organize and update project status, approvals and timesheets

Fargo Design Co., Inc., Pittsburgh, PA  
Senior Graphic Designer, August 2006 — April 2010

- Design projects including advertisements, brochures, corporate identity, sales slicks, technical illustration, packaging design, product catalogs, signage, tradeshow graphics, website design and other various promotional pieces
- Manage large-scale projects involving support staff and sub-contractors
- Utilize multi-tasking ability with specific attention to detail in a fast-paced design atmosphere
- Maintain professional and positive relationships with clients and vendors on a daily basis
- Provide accurate project estimates and timelines for design and print production
- Collaborate with team members while meeting individual deadlines
- Organize and update project status, approvals and timesheets

**EDUCATION:** The Art Institute of Pittsburgh, Pittsburgh, PA  
B.S. in Graphic Design, 2006

References and additional portfolio samples available upon request