

KELLY BLANK

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experience

EAPC, ARCHITECTS ENGINEERS

Fargo, North Dakota; 2018–present

Marketing & Administrative Assistant

- oversee social media presence, implement new strategies for increasing followers, and measure current metrics
- design and produce project proposals in collaboration with project managers for opportunity bids
- collaborate with marketing team members on graphics for presentations, tradeshow, interviews, and social media
- ensure the office is organized and running efficiently
- plan company events for 100+ people

D-REV

San Francisco, California; 2013–present (contract)

Graphic Designer

- lead designer in the creation and implementation of D-Rev's entire brand identity in both print and web applications
- create and manage the production of marketing projects, promotional materials (annual reports, presentations, advertisements, videos), copywriting and audio/visual needs
- maintain multi-page company website with additional design and content updates
- manage web developers to meet all project requirements and deadlines

THE GENDER EQUITY CENTER, CAL POLY

San Luis Obispo, California; 2011–2013

Marketing and Outreach Coordinator

- conceptualize, implement, and produce all publicity materials (posters, brochures, banners, flyers, T-shirts)
- self-manage work schedule, creative development, and project deadlines

skills

Adobe CC

Illustrator
InDesign
Photoshop
After Effects
Dreamweaver

Web Design

HTML & CSS
Wordpress

Print Design

branding
packaging
infographics
illustration
marketing

Communications

Microsoft Office
Mailchimp
Basecamp
Hootsuite
CoSchedule

education

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

San Luis Obispo, California; 2009–2013

Bachelors of Fine Arts in Art & Design; Concentration in Graphic Design