



LYNNE MOST

GRAPHIC DESIGN + WEB DEV + DIGITAL MARKETING

Creative, conscientious, proactive design professional with 15+ years experience and strong organizational, communication, and project management skills in graphic design and front-end web development, able to produce a broad range of print and digital media, available as a full-time graphic and web designer.

01. SOFT SKILLS ARTICULATE. EMOTIONALLY INTELLIGENT. PASSIONATE ABOUT CREATING ORDER, BEAUTY AND BENEFIT TO OTHERS. AVID LEARNER.

02. HARD SKILLS MACBOOK PRO. ADOBE INDESIGN, PHOTOSHOP, ILLUSTRATOR AND ACROBAT. WORDPRESS. MAILCHIMP. HTML AND CSS. SEARCH ENGINE OPTIMIZATION. GOOGLE ANALYTICS.

03. EDUCATION 1,000'S OF HOURS OF SELF-DIRECTED LEARNING. CENTRAL MICHIGAN UNIVERSITY. C. E. BYRD HIGH SCHOOL.

EXPERIENCE

2000-PRESENT
DESIGN DIRECTION, LLC
Co-Owner

Responsibilities include day-to-day operations, new business acquisition, consulting and communicating with clients and vendors, and managing client projects from design conception to completion for print and digital media, including advertisements, brochures, newsletters, websites, email campaigns, presentations, and search engine optimization.

1995-1999
SPECTRUM STRATEGIES, LLC
Administrative Assistant

Responsibilities included data entry and CRM management, calendar management, preparing various client communications, and providing administrative support for clients.

1990-1995
WILKINSON, CARMODY & GILLIAM
Legal Secretary

Responsibilities included drafting a variety of legal documents and correspondence, preparing various client communications, answering telephones.

1987-1990
RICE & KENDIG
Legal Secretary

Responsibilities included drafting a variety of legal documents and correspondence, preparing various client communications, answering telephones.