



# MICHELLE COLLINS

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## EDUCATION

**Bachelor of Fine Arts**  
**Specializing in Graphic Design**  
August 2003,  
Oklahoma State University,  
Stillwater, Oklahoma

## SKILLS

**Proficient in:**  
Adobe CS6, Adobe Illustrator,  
Adobe Photoshop,  
Adobe InDesign,  
Microsoft Office, CCI,  
Drawing, Painting, Illustration,  
Photography, Silkscreen

**Working knowledge of:**  
Dreamweaver, Flash,  
HTML, AP style

## VOLUNTEER EXPERIENCE

**San Antonio Pets Alive!**  
San Antonio  
*Animal socializer  
foster and caregiver*

**DFW Rescue Me**  
Denton, TX 76206  
*Dog walker and socializer, caregiver  
and adoption consultant*

**Humane Society of Dallas County  
Dog and Kitty City**  
Dallas, TX 75235  
*Animal socializer  
foster and caregiver*

**The Love Pit Dog Rescue**  
Dallas, TX 75235  
*Graphic Designer*

## REFERENCES

**Jennifer Taylor**, 702-655-9761  
**Richard Clark**, 252-764-1351  
**Denise Beeber**, 214-616-7356

## WORK EXPERIENCE

### USAA

9800 Fredericksburg Rd.,  
San Antonio, TX 78288  
November 2017 — Present

#### Senior Creative Designer

*Produced a SharePoint repository and filing taxonomy for the Project Management Committee deliverables. Designed and composed SharePoint decks and graphics for meetings. Created templates for PowerPoint using clean, effective designs that enable users to update information throughout the year.*

### San Antonio Business Journal

200 E Grayson St #110,  
San Antonio, TX 78215  
(210) 341-3202  
February 2017 — November 2017

#### Creative Director

*Produced promotional materials by developing effective presentation approaches; directed layout, design, and copy editing; determined and monitored production schedules; and provided work direction to staff. Worked with editors and reporters to illustrate and create graphics to visually convey articles. Creatively composed and art directed Keynote presentations with music and video at monthly award events using American City Business Journal design standards. Maintain SharePoint account for file transfers within ACBJ, updating press and ad reports with Excel, calendar updates and other necessary communication documents.*

### The Dallas Morning News

508 Young Street, Dallas, TX, 75202  
214-977-8222  
August 2014 — Present

#### Graphic Designer and Illustrator

*Conceptualization and design of lifestyle, arts and feature pages. Worked quickly and efficiently to produce a large volume of quality work in a fast-paced environment. Created spot illustrations for feature sections. Experience with digital conversion, posting stories, graphics and art online.*

### Clean Energy Project

7465 W Lake Mead Blvd.  
Las Vegas, NV, 89128  
702-987-4556  
July 2014 — present

#### Freelance Graphic Designer and Illustrator

*Designed logo and collateral, including social media graphics, T-shirts, pamphlets and newsletters. Helped develop a visual brand identity based on the company's goals and desired persona.*

### Gannett Media Group

1100 Broadway, Nashville, TN, 37203  
615-259-8300  
October 2007 — August 2014

#### Graphic Designer and illustrator

*Art directed weekly publications. Assisted junior designers in visual decision making and critiques. Created visual branding and style guides for Gannett-owned publications in a deadline-driven environment. Helped launch a multi-publication redesign from across the country in a remote set-up.*

### Freedom Communications

Havelock and Kinston, NC  
August 2004 — October 2007

#### Designer, Illustrator and Copy Editor

*Production and layout of all sections including special and holiday printed publications. Copy edited all sections ensuring text adhered to AP style.*