



Devin Ward

Motivated Designer with 5+ years of professional in-house and freelance experience, recently relocated to Denver

rara.la/portfolio
dev@rara.la
720-460-0290

Skills

Photoshop CC,
Illustrator CC,
InDesign CC, Office
365 Suite, Web
Design, Wordpress,
After Effects CC,
Dreamweaver CC,
Flash, CC Photography,
HTML5, Apple and
Windows, SEO

Experience

YSG Inc., Huntsville, AL + Colorado Springs, CO
2016-2017

Contractor/Executive Administrative Assistant

- Managed Outlook Calendars and meeting reservations
- Maintained file permissions to restrict and grant access
- Monitored projects to ensure they were completed by given deadlines
- Managed office including personnel equipment and seating, cleaning and supplies, large event planning, travel booking, and onboarding

Rara.la, Huntsville, AL
2012-2016

Freelance Designer

- Designed and managed logos, graphics, and websites representing branding strategies for new business ventures, products, and startup companies, giving them a modern, positive, and searchable web presence
- Networked to gain clients

Branae Holdings, Huntsville, AL
2009-2016

Director of Marketing

- Managed identity by designing, editing and printing business cards, letterhead, posters, billboards, and postcards
- Increased visibility by updating website with custom design and updated content
- Implemented IT solutions by managing backups, quickly learning new software, and retrieving archived files
- Networked to gain clients

University of Alabama in Huntsville, Huntsville, AL
2011-2012

Graphics Intern

- Improved efficiency by converting Quark files to InDesign and teaching its new features
- Designed promotional publication materials such as brochures, business cards, letterheads, envelopes, notepads, posters, banners, forms, programs, flyers, logos, mail outs, and decals
- Communicated with clients regarding design goals and implemented those goals
- Improved efficiency by managing network server capability
- Streamlined computer operations such as network connection, file sharing, file transfer, and printer sharing

Education

UA Huntsville, 2012 BA in Graphic Design, Marketing Minor, 3.65 GPA