



EXPERIENCE:

3Di Sign+Design (Arlington, TX)
Project Manager/Senior Designer
July 2014 – October 2015

Served as a technical manager for assigned projects, from the project initiation stage through the design, construction and installation phases. Performed progress and final inspection, checking that each piece was in compliance with the contract documents, identified deficiencies and ensured corrections were completed in a timely manner.

Assigned projects to design team members and monitored their progress. Worked with the sales team to bring accurate and relevant information to designers. Assisted in the proofing process and managed own design projects.

Conducted pre-interview test and vetting process for new designers/project managers.

Allegra Marketing, Print and Mail (Arlington, TX)
Lead Designer
July 2011 – June 2014

Business-to-business, and business-to-consumer design, marketing, printing, and mailing, for an array of industries.

Quickly became lead designer and organized the work flow of the design department. With improved organization and scheduling, productivity increased by 30%. Created a new revenue stream, “vector conversions” the redrawing of logos in a vector format. Productivity of the direct mail department was increased by using data merge.

Associated Student Activities Board of
Eastern New Mexico University (Portales, NM)
Graphic Artist
April 2010 – May 2011

Event branding and promotions. Worked within the events marketing budget to inform students of upcoming events. Designed with in the University’s branding standards and style guides. Increased productivity and decreased project costs by setting printing standards and working closely with printer.

RHONDA R. HEADLEY

FREELANCE DESIGNER

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SOFTWARE SKILLS:

Adobe CC 2015	●●●●●●●●
Adobe After Effects	●●●●○○○○
Adobe Muse	●●●●●●○○
Mac Os X	●●●●●●●●
Windows	●●●●●●●●
Microsoft Office	●●●●●●●●
PrintSmith	●●●●●○○○

EDUCATION:

Bachelor of Fine Art in Graphic Design, Cum Laude
Eastern New Mexico University (Portales, NM), 2011

AWARDS AND HONORS:

Graduated Cum Laude 2011
Dean’s List and Honor Roll 2007-2011
Excellence in Graphic Design Award, 2009-2010
Lorraine Shula Scholarship 2010
AIGA@ENMU, President (2010- 2011)
AIGA@ENMU, Vice President (2009-2010)
Student Body President of Raton High School 2006-2007