

ERICA WARREN

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MARCH, 2009 – PRESENT

Freelance Graphic Designer

- Design property flyers, brochures, presentations, posters, promotional items and more
- Create graphics, aerials, maps, and site plans
- Design signage and communicate with sign vendors
- Create email blasts using Constant Contact
- Maintain company websites

MAY, 2011 – OCTOBER, 2015

Schul International Co., LLC • Pelham, NH • Marketing Coordinator

- Designed marketing collateral and promotional items
- Communicated, negotiated, and built relationships with outside vendors
- Maintained marketing materials for company as well as private label customers
- Updated and maintained company website
- Oversaw UL Listed Products: labeled and shipped in accordance with strict guidelines; managed and updated listings with UL engineer to keep listings current, and attended quarterly audits to maintain UL certification
- Provided customer service, product support, and responded to pricing inquiries
- Wrote and updated procedures according to ISO standards

SEPTEMBER, 2010 – NOVEMBER, 2010

Nova Biomedical • Waltham, MA • Graphic Designer

- Designed product packaging & labels using U.S. and International regulations
- Created user interface icons, trade show booth graphics, posters, and manuals
- Temporary position covering a maternity leave

JUNE, 2007 – MARCH, 2009

ATS Realty, LLC • Waltham, MA • Marketing Coordinator

- Developed company's brand identity
- Prepared for trade shows throughout the United States
- Designed signage, coordinated sign installation, and maintained inventory
- Created brochures, aerials, maps, and site plans
- Designed property emails, maintained contact list, and tracked email statistics
- Researched properties based on corporate criteria and compiled tour books
- Updated and maintained company website

JULY, 2005 – JUNE, 2007

KeyPoint Partners, LLC • Burlington, MA • Marketing Assistant

- Created property flyers, aerials, and site plans
- Compiled tour and budget books
- Assisted with trade show preparation
- Updated and maintained company website
- Maintained marketing department's invoices
- Designed signage, coordinated installation, researched town ordinances, and communicated with sign vendors
- Assisted with preparation of grand opening ceremony for shopping center
- Designed corporate standards manual for 2006 and 2007

MAY, 2005 – JULY, 2005

The Homesteader • Concord, MA • Graphic Designer

- Designed color and black and white advertisements
- Assisted in production of multiple newspaper editions

SOFTWARE

Mac/PC
Photoshop
InDesign
Illustrator
Acrobat
QuarkXPress
Dreamweaver
HTML
FTP
Wordpress
Word
Excel
PowerPoint
Outlook
Constant Contact
Photography
Map Info Professional
MapPoint
Google Earth Pro

EDUCATION

BFA
Visual Communications
Graphic Design
Endicott College
Beverly, MA
Cum Laude

Web Design Certificate
North Shore CC
Beverly, MA